

Acquisition Due Diligence Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to express our interest in pursuing an acquisition of [Target Company Name]. As part of our acquisition process, we would like to initiate a due diligence review. We believe this will be beneficial in understanding the operational, financial, and legal aspects of your business.

We kindly request that you provide us with the following information:

- Financial statements for the past three years
- Tax returns for the past three years
- Details of any outstanding liabilities or legal issues
- List of key employees and their roles
- Inventory and asset lists
- Operational processes and organizational chart

We are looking to receive the requested documents by [Insert Due Date]. This will allow us to proceed with our evaluation in a timely manner.

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]