

Due Diligence Checklist

Business Acquisition

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Due Diligence Checklist for [Target Company Name]

1. Financial Information

- Last three years of financial statements (audited if available)
- Tax returns for the past three years
- Details of any outstanding debts or liabilities

2. Legal Documentation

- Articles of Incorporation and Bylaws
- Contracts with suppliers and customers
- Licenses and permits required for operations

3. Operational Information

- Organizational structure and key personnel
- Details of major equipment and leases
- Current customer base and key accounts

4. Market Position

- Competitive analysis and industry position
- Sales and marketing strategies
- Market share information

5. Employee Information

- Employee contracts and benefits information
- Details of any pending labor disputes
- Employee turnover rates

Please ensure that all requested documents are provided by [Insert due date]. Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]