

Due Diligence Confirmation Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm that the due diligence process regarding the acquisition of [Target Company's Name] is currently underway. As per our discussions and agreements, we have initiated the review of all relevant financial, operational, and legal documents pertinent to the acquisition.

Our team is working diligently to ensure that all evaluations are thorough and in accordance with industry standards. We anticipate completing this assessment by [Insert Deadline Date]. Should you have any additional documents or information that may assist us in this process, please do not hesitate to share them.

Thank you for your cooperation and support during this important phase. We look forward to your continued collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]