

Due Diligence Coordination

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Recipient Title]
[Insert Recipient Company]
[Insert Recipient Address]
[Insert City, State, ZIP Code]

Dear [Recipient Name],

As we move forward with the acquisition discussions between [Your Company Name] and [Recipient Company Name], I would like to confirm our coordination efforts regarding the due diligence process.

To ensure a smooth and efficient due diligence process, we propose the following steps:

1. Schedule initial kickoff meeting on [Insert Date].
2. Establish a secure data room for document sharing.
3. Identify key individuals from both parties involved in the process.
4. Set deadlines for information requests and responses.

Please provide your availability for the kickoff meeting and any immediate concerns you may have regarding the proposed steps. We believe that clear communication will be essential as we proceed.

Thank you for your attention to this matter. We look forward to working closely with you during the due diligence stage.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]