

# Due Diligence Inquiry for Acquisition

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are in the process of conducting a due diligence inquiry as part of our consideration for the potential acquisition of [Target Company Name]. To facilitate this process, we kindly request your cooperation in providing the following information and documentation:

## Requested Information

- Financial statements for the past three fiscal years
- List of active contracts and agreements
- Details on employee benefits and compensation structures
- Intellectual property documentation
- Information on pending litigation or regulatory issues

We appreciate your assistance and anticipate that this information will be essential for our evaluation. Please provide the requested documents by [Insert Deadline] to ensure a timely review.

If you have any questions or require clarification on specific items, do not hesitate to reach out. We look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]