

Information Request for M&A Due Diligence

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are currently in the process of conducting due diligence related to the proposed merger and acquisition of [Target Company Name]. In order to facilitate our review, we kindly request the following information:

1. Financial Statements for the past three fiscal years.
2. List of all current contracts and agreements.
3. Details of any ongoing litigation or disputes.
4. Employee and payroll records.
5. Compliance records with respect to industry regulations.

Please send the requested information by [Insert Deadline], as it will aid us in making an informed decision. If you have any questions or require clarification regarding this request, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]