

Preliminary Due Diligence Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to formally initiate the preliminary due diligence process regarding the potential acquisition of [Target Company Name]. As discussed, we believe that this acquisition presents a strategic opportunity for [Your Company Name], and we are eager to explore it further.

To facilitate this process, we kindly request the following preliminary information:

- Overview of company structure and ownership
- Financial statements for the last three years
- List of key assets and liabilities
- Information on existing contracts and agreements
- Details on any pending litigation or regulatory issues

Please treat this request as preliminary and confidential. We appreciate your cooperation and look forward to your prompt response. If you have any questions or require clarification on our request, feel free to reach out directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]