

Request for Documentation in Acquisition Due Diligence

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As part of our due diligence process related to the potential acquisition of [Company Name], we kindly request the following documentation to assist in our evaluation:

- Financial statements for the past three years
- Tax returns for the previous three years
- Current contracts and agreements with clients
- Details of any pending litigation or legal issues
- Organizational chart and employee agreements
- Intellectual property documentation
- Any other relevant information or material

We appreciate your cooperation and prompt attention to this request. If you have any questions or require clarification on any of the items listed above, please feel free to reach out directly.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Email Address]
[Your Phone Number]