

Service Request for Due Diligence Legal Analysis

Date: [Insert Date]

To: [Service Provider's Name]

From: [Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

Subject: Request for Due Diligence Legal Analysis

Dear [Service Provider's Contact Name],

I hope this message finds you well. We are seeking your expertise to conduct a due diligence legal analysis in relation to [briefly describe the transaction or matter]. The aim of this analysis is to ensure compliance and identify any potential legal risks associated with [specific details].

We would appreciate it if you could provide us with the following services:

- Review of relevant legal documents
- Assessment of regulatory compliance
- Identification of potential liabilities
- Recommendations for risk mitigation

Please confirm your availability to undertake this analysis, along with an estimated timeline and cost for your services. We are looking to initiate this process by [specify timeframe].

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]