

Due Diligence Legal Support Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request legal support for a due diligence process that we are currently undertaking regarding [describe the purpose of the due diligence, e.g., an acquisition, investment, partnership, etc.].

The scope of this due diligence includes but is not limited to:

- Review of legal agreements
- Compliance with relevant regulations
- Assessment of any potential legal risks

We believe your expertise in this area will be invaluable as we seek to ensure all aspects are thoroughly investigated. We would appreciate it if you could confirm your availability for a meeting to discuss this further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]