

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Legal Assistance for Due Diligence Evaluation

I am writing to formally request your legal assistance in conducting a due diligence evaluation concerning [specific project or entity]. Given the complexities involved, your expertise in [specific legal field or area] would be invaluable to ensure a thorough assessment.

We aim to cover various aspects including, but not limited to:

- Financial evaluations
- Regulatory compliance
- Contractual obligations
- Pending litigations
- Intellectual property considerations

We believe your insights will significantly contribute to identifying potential risks and opportunities associated with this evaluation. Please let us know your availability for a meeting to discuss this further.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]