

Date: [Insert Date]

[Your Name]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Legal Representation for Due Diligence Process

We are writing to confirm our legal representation of [Client's Company Name] in connection with the due diligence process related to [describe the transaction or purpose of due diligence].

Our responsibilities will include:

- Conducting a thorough review of all relevant documents and materials.
- Identifying and analyzing potential legal risks.
- Advising on compliance and regulatory matters.
- Preparing reports and summaries for your review.

Please provide us with any necessary information and documentation to assist us in this process. We appreciate your trust in our legal services and look forward to working with you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Firm's Name]