

Due Diligence Request

Date: [Insert Date]

[Seller's Name]

[Seller's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Seller's Name],

We appreciate the opportunity to discuss the potential acquisition of [Company Name]. As part of our due diligence process, we kindly request access to certain information and documentation to thoroughly assess the business.

Requested Information

- Financial statements for the past three years
- Tax returns for the past three years
- Details of current contracts and agreements
- List of current employees and their roles
- Intellectual property documentation
- Litigation history

Please provide the requested information by [Insert Due Date] so we can proceed with our evaluation. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]