

Merger Agreement Due Diligence Checklist

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Due Diligence Checklist for Merger Agreement

Introduction

As we proceed with the merger agreement, please find below the due diligence checklist required for the upcoming review.

Due Diligence Checklist

- **Corporate Documents**
 - Articles of Incorporation
 - Bylaws
 - Shareholder Agreements
- **Financial Statements**
 - Balance Sheets (Last 3 Years)
 - Income Statements (Last 3 Years)
 - Cash Flow Statements (Last 3 Years)
- **Contracts and Agreements**
 - Key Customer Contracts
 - Supplier Agreements
 - Leases and Licenses
- **Legal Matters**
 - Litigation History
 - Intellectual Property Documents
- **Employee Information**
 - Employee Contracts
 - Benefit Plans
 - List of Key Employees

Next Steps

Please provide the requested documents by [Insert Deadline]. If you have any questions regarding this checklist, do not hesitate to contact me.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]