

Due Diligence Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are currently conducting due diligence regarding our potential investment in [Property/Trust Name]. To facilitate this process, we kindly request access to the following documentation and information:

- Last three years of financial statements
- Property management agreements
- Leases and tenant information
- Recent appraisals and property valuations
- Compliance and environmental reports
- Any pending or past litigation records

Please provide the requested information by [Insert Deadline] to ensure a timely review process. If you have any questions or need further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]