Due Diligence Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

As part of our ongoing discussions regarding the proposed merger and acquisition of [Target Company Name], we are in the process of conducting our due diligence. To facilitate this, we kindly request the following information:

- Recent financial statements (last three years)
- Tax returns for the previous three years
- List of current contracts and agreements
- Details on any pending litigation
- Information on key employees
- Intellectual property documentation
- Overview of operational processes

We would appreciate it if you could provide the requested information by [Insert Deadline Date]. Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and support during this process.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]