

Due Diligence Request for Tech Startup Evaluation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are currently in the process of evaluating [Startup Name] for potential investment and would like to conduct a thorough due diligence review. To facilitate this, we kindly request access to the following information and documents:

- Company overview and business plan
- Financial statements for the past three years
- Cap table and ownership structure
- Technology roadmap and product details
- Market analysis and competitive landscape
- Legal documents (contracts, IP, etc.)
- Team bios and organizational chart

We appreciate your cooperation and look forward to receiving the requested materials at your earliest convenience. If you have any questions or need to discuss this further, please feel free to reach out.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]