

# Due Diligence Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are currently conducting a due diligence process as part of our evaluation of a potential business relationship with [Recipient Company Name]. In this regard, we kindly request your assistance in providing the following information:

- [Specific Document/Information 1]
- [Specific Document/Information 2]
- [Specific Document/Information 3]

We appreciate your cooperation in helping us complete our due diligence review. Please let us know if you require any further information or clarification. We look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]