

Due Diligence Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

In connection with our ongoing merger and acquisition discussions, we would like to initiate the due diligence process. Please provide the following information and documentation at your earliest convenience:

- Financial statements for the past three years
- Tax returns for the last three years
- Details of existing contracts and agreements
- List of key employees and their roles
- Intellectual property documentation
- Any ongoing or pending litigation
- Operational reports and metrics

We appreciate your cooperation and look forward to your prompt response. Should you have any questions or require clarification on any of the requested items, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]