

# Private Equity Due Diligence Checklist

Date: \_\_\_\_\_

To: [Recipient's Name]

From: [Your Name]

Subject: Due Diligence Checklist for [Company Name]

## Introduction

This checklist is intended to assist in the evaluation of [Company Name] as part of the due diligence process.

## 1. Financial Information

- Latest three years of audited financial statements
- Current year-to-date financial statements
- Detailed revenue and expense breakdown
- Tax returns for the last three years

## 2. Legal Documents

- Articles of Incorporation and Bylaws
- Shareholder Agreements
- All existing contracts and agreements
- Litigation history and pending disputes

## 3. Operations Information

- Business model overview
- Key operational processes and workflows
- Information on major suppliers and customers
- Employee organizational structure

## 4. Market Analysis

- Industry analysis and market trends
- Competitive landscape assessment
- Customer demographics and segmentation

## 5. Risk Factors

- Identification of key risks
- Mitigation strategies for highlighted risks

## Next Steps

Please provide the requested documents and information by [Deadline Date]. This will help facilitate a thorough evaluation.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]