

Financial Due Diligence Project Kickoff

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Kickoff of Financial Due Diligence Project

Dear [Recipient's Name],

We are pleased to formally kick off the financial due diligence project for [Project or Company Name]. This initiative is essential to ensure thorough analysis and evaluation before proceeding with [transaction/purchase/sale, etc.].

The objectives of this project include:

- Assessing the financial health of [Company Name]
- Identifying potential risks and liabilities
- Providing recommendations based on financial findings

The following key team members will be involved:

- [Team Member Name 1] - [Role]
- [Team Member Name 2] - [Role]
- [Team Member Name 3] - [Role]

We aim to complete the due diligence by [Completion Date], with regular updates scheduled every [frequency, e.g., week, two weeks]. The first update meeting will be held on [Insert Date and Time].

Please feel free to reach out if you have any questions or need further clarifications.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]