

# Due Diligence Request

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are currently conducting a due diligence process related to [describe the purpose, e.g., an acquisition, investment, etc.]. As part of this process, we kindly request the following information from your organization:

- [Information Request 1]
- [Information Request 2]
- [Information Request 3]

Please provide the requested information by [insert deadline]. If you have any questions or require further clarification, feel free to reach out at [your contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]