

Due Diligence Audit Request

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are in the process of conducting a due diligence audit concerning [specify purpose, e.g., a potential acquisition, partnership, etc.], and would like to formally request your cooperation in providing the necessary documentation and information.

We kindly ask that you provide the following materials:

- [List of requested documents/information - e.g., financial statements, corporate governance documents, etc.]
- [Additional document requests]
- [More document requests]

We appreciate your prompt attention to this request and would like to receive the requested materials by [insert due date]. Should you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]