

Due Diligence Letter for Investment Opportunity

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we are considering an investment opportunity in [Company/Project Name]. As part of our due diligence process, we would like to request additional information to assist us in evaluating this opportunity.

Specifically, we would appreciate if you could provide us with the following:

- Financial statements (last 3 years)
- Business plan and strategy
- Market analysis report

- Shareholder agreements
- Any existing liabilities

We appreciate your assistance in this matter and look forward to your prompt response. Please let us know if you require any further information or have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Company]