

Due Diligence Request for Business Acquisition

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We are excited about the prospective acquisition of [Target Company Name]. As part of our due diligence process, we kindly request access to the following information and documents:

- Financial Statements for the last three fiscal years
- Tax Returns for the last three years
- Current Contracts and Agreements
- List of Assets and Liabilities
- Employee Records and Compensation Structures
- Any Pending Litigation or Legal Issues
- Compliance Documents and Regulatory Filings

We understand the sensitive nature of this information and assure you that it will be treated confidentially. Please let us know a suitable time frame for providing these documents.

We appreciate your cooperation in this matter and look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]