

# Due Diligence Request Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

As we progress towards the potential merger between [Your Company Name] and [Recipient Company Name], we would like to formally request the necessary information for our due diligence process. To facilitate a thorough review, we kindly ask for the following documents and details:

- Financial Statements for the last three fiscal years
- Tax Returns for the last three years
- List of current contracts and agreements
- Details of any pending or threatened litigation
- Organizational structure and management overview
- Employee agreements and benefits information
- Intellectual property documentation
- Any regulatory compliance documents

We understand that some of this information may be sensitive and assure you that it will be treated with the utmost confidentiality. Please let us know if you require more specific details or have any questions regarding this request.

We would appreciate receiving this information by [Insert Deadline Date] to keep the merger process on schedule. Thank you for your cooperation and support as we move forward.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]