

Acquisition Agreement Due Diligence Inquiry

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Due Diligence Inquiry for Acquisition Agreement

Dear [Recipient Name],

We are in the process of conducting our due diligence for the proposed acquisition of [Target Company Name]. We would appreciate your assistance in providing us with the relevant information as outlined below:

Requested Information:

- Financial Statements (last three years)
- Tax Returns (last three years)
- Contracts and Agreements with third parties
- List of Assets and Liabilities
- Details of any pending or threatened litigation
- Employee and Management Agreements

Please provide this information by [Deadline Date] to ensure a smooth due diligence process. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation and assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]