

Telecom Agreement Due Diligence Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Due Diligence for Telecom Agreement

We are conducting due diligence related to the proposed telecom agreement between [Your Company Name] and [Recipient Company Name]. In order to proceed efficiently, we kindly request your assistance in providing the following documentation and information:

- Copies of all current telecom agreements and contracts.
- Details of any existing service level agreements (SLAs).
- Financial statements for the past three years.
- Information on network infrastructure and capacity.
- Compliance records and past audits related to telecom services.
- Recent customer satisfaction surveys or reports.

We appreciate your cooperation and understand the importance of confidentiality regarding this information. Please let us know if you require any further clarification regarding our request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]