

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Due Diligence Engagement

We are pleased to inform you that [Your Company] will be conducting a due diligence engagement concerning [specific transaction or purpose]. This engagement is aimed at thoroughly assessing and analyzing [briefly describe scope and objectives].

As part of this process, we kindly request your cooperation in providing the necessary information and documentation. We aim to begin our work on [start date] and anticipate completing the engagement by [end date].

Please feel free to reach out if you have any questions or require further clarification. We appreciate your assistance and look forward to collaborating on this important matter.

Thank you.

Sincerely,

[Your Name]
[Your Position]
[Your Company]