

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Initiation of Due Diligence Inquiry

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally initiate a due diligence inquiry regarding [specific subject or transaction, e.g., "the potential acquisition of XYZ Company"]. This process is critical for us to understand the associated risks and opportunities.

As part of our due diligence, we kindly request the following information:

- [Specific document or information request 1]
- [Specific document or information request 2]
- [Specific document or information request 3]

Please provide the requested information by [specific deadline date] to allow us to proceed with the evaluation in a timely manner. Should you have any questions or need further clarification, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]