

Due Diligence Notification Letter

Date: [Insert Date]

To: [Investor's Name]

Address: [Investor's Address]

Dear [Investor's Name],

We are writing to inform you that as part of our ongoing commitment to transparency and maintaining a fruitful relationship with our investors, we are initiating a due diligence process regarding your investment in [Company/Project Name].

This process will involve a thorough review of pertinent documents, financial records, and operational practices to ensure compliance with relevant regulations and to assess the overall health of the investment.

Please be prepared to provide the following information at your earliest convenience:

- [List specific documents or data needed]
- [List specific documents or data needed]
- [List specific documents or data needed]

We appreciate your cooperation and understanding in this matter. Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]