

# Due Diligence Outcome Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

Dear [Recipient Name],

We are writing to inform you about the outcome of the due diligence process conducted regarding [specific subject, e.g., the potential acquisition, partnership, etc.].

Our evaluation encompassed a thorough analysis of [briefly describe what was reviewed, e.g., financial statements, operational procedures, legal compliance, etc.]. Based on our findings, we have reached the following conclusions:

- Finding 1: [Brief description of finding]
- Finding 2: [Brief description of finding]
- Finding 3: [Brief description of finding]

Considering the above findings, we recommend [suggested course of action or next steps].

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]