Due Diligence Process Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to formally acknowledge the receipt of your due diligence documents pertaining to [specific transaction or project name]. We appreciate your cooperation and timely submission of the requested materials.

We understand the importance of this process and are committed to reviewing the provided information thoroughly. Our team will reach out to you if we require any additional documentation or clarification.

Thank you for your attention to this matter. We look forward to progressing further in this endeavor.

Sincerely,

[Your Name]

[Your Position]

[Your Company]