

Due Diligence Requirement Clarification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the due diligence requirements for [specific purpose or project]. We want to ensure that we are fully compliant and aligned with your expectations.

Specifically, could you provide further details on the following points:

- Required documentation and format
- Deadline for submission
- Any specific criteria that must be met
- Preferred methods for communication and follow-up

Your guidance on these matters would be invaluable and help us proceed with confidence. If a meeting would facilitate this discussion, please let us know your availability.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]