

# Due Diligence Checklist Request

Date: [Insert Date]

To: [Partner's Name]

[Partner's Position]

[Partner's Company]

[Company Address]

Dear [Partner's Name],

As part of our ongoing efforts to ensure a successful collaboration on [Project Name], we kindly request your assistance in providing us with a due diligence checklist. This will help us evaluate our partnership more effectively and ensure all necessary steps are taken to proceed seamlessly.

## Required Information:

- Company Overview
- Financial Statements (last 3 years)
- Legal Compliance Documents
- References from Previous Projects
- Insurance Certificates
- Any Other Relevant Information

We would appreciate it if you could provide the requested information by [Insert Deadline]. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your cooperation and support. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]