

Due Diligence Data Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Due Diligence Data

Dear [Recipient's Name],

As part of our ongoing risk assessment process, we are conducting a due diligence review. To facilitate this process, we kindly request the following data and documents from your organization:

- Company financial statements for the last three years
- Details of any pending or past litigation
- Compliance records with applicable regulations
- Details of partnerships or joint ventures
- Information on key management personnel

We appreciate your prompt attention to this matter and request that the information be provided by [Insert Deadline]. If you have any questions or need further clarification, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]