Due Diligence Documentation Request

Date: [Insert Date]

[Investor's Name]

[Investor's Address]

[City, State, Zip Code]

Dear [Investor's Name],

We appreciate your interest in [Your Company Name] and are excited about the possibility of partnering together. As part of our due diligence process, we would like to request the following documentation to facilitate a comprehensive review:

- 1. Financial statements for the last three years
- 2. Tax returns for the last three years
- 3. Business plans and projections
- 4. List of key management and staff
- 5. Any legal documents pertaining to contracts and agreements
- 6. Relevant intellectual property documentation
- 7. Market analysis and competitive landscape reports

Please provide the requested documents by [Insert Due Date] to keep the timeline on track. Should you have any questions or require further clarification, do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]