

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of our ongoing discussions regarding the potential merger between [Your Company] and [Recipient's Company], we would like to request access to certain due diligence files. These documents will assist us in understanding your company's operations, financials, and any other relevant information necessary for our evaluation process.

Specifically, we are requesting the following documents:

- Recent financial statements (last three years)
- Tax returns (last three years)
- List of current contracts and agreements
- Product/service offerings and pricing structures
- Information on key personnel and organizational structure
- Any legal issues or pending litigations

We appreciate your cooperation and believe that this information will be critical for both parties to move forward effectively. Please let us know if you have any questions or if additional clarifications are needed regarding this request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]