

Due Diligence Information Request

Date: [Insert Date]

To: [Stakeholder Name]

Company: [Stakeholder Company]

Address: [Stakeholder Address]

Dear [Stakeholder Name],

As part of our ongoing due diligence process concerning [Project/Transaction Name], we request your cooperation in providing the necessary information to facilitate our assessment.

Requested Information:

- Recent financial statements (last 3 years)
- Legal documents related to ownership and management
- Relevant contracts and agreements
- Detailed information on significant assets and liabilities
- Any ongoing litigation or regulatory issues

We appreciate your timely response to this request, and kindly ask for the information by [Insert Deadline]. Should you have any questions or need further clarification, please feel free to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]