

Due Diligence Materials Request

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing legal review and due diligence process regarding [brief description of the project or transaction], we kindly request your assistance in providing the following materials:

- [Material 1]
- [Material 2]
- [Material 3]
- [Material 4]
- [Material 5]

Please let us know if there are any issues or limitations regarding the provision of these materials. We appreciate your prompt attention to this matter, as it is essential for our review process.

Thank you for your cooperation. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]