

# Due Diligence Records Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of the acquisition process for [Target Company Name], we are conducting due diligence to ensure a thorough evaluation of all relevant aspects of your business. We kindly request your assistance in providing access to the following records and documents:

- Company Financial Statements (last 3 years)
- Tax Returns (last 3 years)
- Corporate Bylaws and Articles of Incorporation
- List of Assets and Liabilities
- Contracts with Key Clients and Suppliers
- Employee Contracts and Benefits Information
- Any Pending or Threatened Litigation

We would appreciate receiving these documents by [Insert Deadline]. If there are any issues in meeting this timeline, please let us know at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]