

Due Diligence Report Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are in the process of conducting a financial audit of [Company Name] and would like to request a due diligence report that includes relevant financial information and documentation. The information will be critical for our review and analysis.

The specific documents we are requesting include:

- Previous financial statements for the past three years
- A detailed breakdown of current assets and liabilities
- Any outstanding debts or obligations
- Tax returns and any correspondence with tax authorities
- A summary of significant accounting policies

We would appreciate your timely response by [Insert Deadline]. If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]