

Merger Due Diligence Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. Following our recent discussions regarding the merger between [Your Company Name] and [Recipient's Company Name], we would like to follow up on the due diligence materials that were requested during our last meeting.

As we move forward in the evaluation process, receiving the following information at your earliest convenience will be crucial:

- [List specific documents or information needed]
- [List additional documents or information needed]
- [List any other relevant requests]

Please let us know if you need any further details or if there is a specific timeframe we should be aware of regarding the provision of these documents.

Thank you for your cooperation, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]