

Formal Investor Due Diligence Request

Date: [Insert Date]

[Investors Name]

[Investors Address]

[City, State, Zip Code]

Dear [Investors Name],

We appreciate your interest in [Your Company's Name] and your willingness to consider an investment opportunity with us. As part of our commitment to transparency and due diligence, we would like to formally request your assistance in providing the necessary documentation and information for our mutual evaluation.

To facilitate the due diligence process, we kindly ask you to provide the following items:

- Company financial statements for the last [number] years
- Business plan and growth projections
- Details of existing ownership and management structure
- Industry analysis and competitive landscape overview
- Any relevant legal documents or agreements

Please feel free to reach out if you have any questions or need further clarification regarding this request. We appreciate your cooperation and look forward to moving forward in this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Phone Number]

[Your Email Address]