

# Letter of Submission for Due Diligence Checklist

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

We are pleased to submit our completed due diligence checklist as part of our ongoing discussions regarding a potential investment in [Company Name]. Attached to this letter, you will find the following documents and information:

- Corporate Structure
- Financial Statements (last three years)
- Business Plan and Projections
- Key Management Bios
- Legal Documents (Incorporation, contracts)
- Market Analysis

We believe that this information will provide you with a comprehensive understanding of our business and its potential for growth. Should you have any questions or require further details, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our submission. We look forward to your feedback and hope to continue moving forward with our discussions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip]