

Investor Due Diligence Documentation Request

Date: [Insert Date]

[Investor's Name]

[Investor's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Investor's Name],

We appreciate your interest in [Company Name] and are excited about the possibility of collaborating. To facilitate the due diligence process, we kindly request the following documentation:

- Company Financial Statements (last 3 years)
- Tax Returns (last 3 years)
- Business Plan and Financial Projections
- List of Key Management Personnel and their Bios
- Legal Documents (Incorporation, Contracts, etc.)
- Any Existing Investor Agreements

We understand the sensitivity of the information requested and assure you that all documentation will be handled with the utmost confidentiality. Please send the requested materials by [insert deadline].

Thank you for your cooperation. Should you have any questions or require additional information, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]