

# Investor Due Diligence Engagement Notification

Date: [Insert Date]

[Investor's Name]  
[Investor's Address]  
[City, State, Zip Code]  
[Email Address]

Dear [Investor's Name],

We are pleased to inform you that we are officially commencing the due diligence process as part of our engagement regarding your potential investment in [Company/Project Name]. This process is crucial to ensure transparency and provide you with a comprehensive understanding of our operations.

Below are the key aspects of the due diligence engagement:

- **Scope of Due Diligence:** [Brief description of what will be examined]
- **Timeline:** [Insert estimated timeline for due diligence]
- **Key Contacts:** [Insert names and contact information for involved parties]
- **Confidentiality:** All information shared will be treated with the utmost confidentiality.

Please confirm your intent to proceed with the due diligence process by responding to this email by [Insert Response Deadline]. Should you have any questions or require additional information, do not hesitate to reach out to us.

Thank you for your consideration, and we look forward to working together.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]