

# Investor Due Diligence Requirements Outline

Date: [Insert Date]

To: [Investor's Name]

From: [Your Company's Name]

Subject: Due Diligence Requirements

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**Dear [Investor's Name],**

We appreciate your interest in investing in [Your Company's Name]. To facilitate the due diligence process, we have outlined the required documentation and information as follows:

## **1. Company Information**

- Company registration details
- Business plan and financial projections
- Organizational chart and key personnel biographies

## **2. Financial Information**

- Last three years of audited financial statements
- Tax returns for the past three years
- Current balance sheet and profit & loss statement

## **3. Legal Documentation**

- Ownership structure and shareholder agreements
- Any current litigation or legal issues
- Intellectual property registrations

## **4. Market Analysis**

- Industry analysis and market trends
- Competitor analysis
- Customer demographics and segmentation

## **5. Operational Information**

- Details about production and supply chain

- Risk management strategies
- Sales and marketing strategies

Please provide the above documents by [Insert Deadline]. If you have any questions or require further clarification, feel free to contact us.

Thank you for your cooperation.

**Sincerely,**

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]