

# Preliminary Investor Due Diligence Request

Date: [Insert Date]

[Investor's Name]

[Investor's Address]

[City, State, Zip Code]

Dear [Investor's Name],

We appreciate your interest in investing in [Company Name]. As part of our preliminary due diligence process, we kindly request the following documents and information:

- Recent financial statements (last 3 years)
- Business plan or executive summary
- Details of current investments and portfolio
- Any relevant legal documents
- Management team bios

We understand the importance of confidentiality and assure you that all information provided will be treated with the utmost care.

Please respond by [Insert Deadline] so we can proceed with the evaluation process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]