

# Request for Due Diligence Information

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Investor's Name]  
[Investor's Position]  
[Investor's Company]  
[Investor's Company Address]  
[City, State, ZIP Code]

Dear [Investor's Name],

We hope this message finds you well. As part of our ongoing efforts to ensure a mutually beneficial partnership, we are conducting a due diligence review. In order to move forward, we kindly request the following information:

- [Specific Information Request 1]
- [Specific Information Request 2]
- [Specific Information Request 3]

We appreciate your cooperation in this matter and are confident that this will help strengthen our partnership. Please let us know if you have any questions or require further details.

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]