

Due Diligence Request Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request the necessary documentation and information to conduct due diligence regarding our investment in [Insert Special Purpose Vehicle Name]. As part of our commitment to ensuring a comprehensive evaluation of this investment opportunity, we kindly ask for your assistance in providing the following material:

- Financial statements for the past [Insert number] years
- Details of any outstanding liabilities
- Copies of legal agreements and contracts
- Information about the current management team
- Market research and analysis documentation
- Any relevant regulatory filings

We believe that having access to this information will help us make an informed decision regarding the investment. Please provide the requested documents by [Insert Deadline Date] to ensure a timely review process.

Thank you for your cooperation. Should you have any questions or require clarification, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]