

Due Diligence Communication Letter

Date: [Insert Date]

To: [Potential Buyer's Name]

[Potential Buyer's Address]

Dear [Potential Buyer's Name],

We hope this message finds you well. As we move forward in the process of your potential acquisition of [Company Name], we would like to outline the necessary steps for the due diligence phase.

In order to facilitate a smooth and comprehensive evaluation, we will provide you access to our financial statements, operational reports, and relevant documentation. It is our intention to ensure transparency and clarity throughout this process.

Please review the following items that we will need from your team:

- Confirmation of Your Intent to Proceed
- Specific Areas of Interest for Due Diligence
- A List of Your Queries or Concerns

We are committed to collaborating with you and your advisors to provide the necessary information and address any requirements that will aid in your decision-making process. Please feel free to reach out if you have any immediate questions or need further clarifications.

We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]