

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]

RE: Notice of Due Diligence Review Period

Dear [Recipient Name],

Pursuant to the [Agreement Name] dated [Agreement Date], this letter serves as formal notification that the Due Diligence Review Period regarding [Project/Property/Company Name] shall officially commence on [Start Date] and is scheduled to conclude on [End Date].

During this period, our team will be reviewing the following items:

- Financial statements and tax records
- Legal contracts and obligations
- Operational processes and assets
- [Insert additional items as needed]

We kindly request that all relevant documents be uploaded to the [Virtual Data Room/Secure Folder] or made available for inspection by [Deadline Time/Date].

Should you have any questions or require further clarification regarding the scope of this review, please contact [Point of Contact Name] at [Phone Number/Email].

We look forward to a productive review process.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]