

Date: [Insert Date]

To: [Contact Name]

[Company Name]

[Address]

Subject: Comprehensive Due Diligence Information Request

Dear [Name],

In connection with the proposed [Transaction Type, e.g., Acquisition/Merger/Investment], we require the following documentation for our due diligence review. Please provide these items in a digital data room by [Deadline Date].

1. Corporate Records and Legal

- Articles of Incorporation and Bylaws.
- Minutes of Board of Directors and Shareholder meetings.
- Organizational chart and list of subsidiaries.
- Summary of all current or pending litigation.

2. Financial Information

- Audited financial statements for the last three years.
- Current year-to-date interim financial statements.
- Detailed accounts receivable and accounts payable aging reports.
- Tax returns (Federal, State, and Local) for the last three years.
- Summary of all outstanding debt and credit facilities.

3. Assets and Real Estate

- List of all owned and leased real estate properties.
- Inventory of significant fixed assets and equipment.
- Schedule of intangible assets (Patents, Trademarks, Copyrights).

4. Material Contracts

- Standard customer contracts and top 10 customer list.
- Vendor and supplier agreements.
- Joint venture or partnership agreements.
- Licensing and distribution agreements.

5. Human Resources

- List of all employees with titles, salaries, and bonus structures.
- Summary of employee benefits and retirement plans.

- Standard employment agreements and non-compete forms.
- Independent contractor agreements.

6. Regulatory and Compliance

- Copies of all necessary business licenses and permits.
- Environmental reports or health and safety compliance records.
- Insurance policies (General Liability, D&O, Professional).

Please notify us as soon as the documents are available for review. If any items are not applicable, please indicate so in the folder structure.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]