

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Comprehensive Due Diligence Investigation

Dear [Recipient Name],

In connection with the proposed [Transaction/Partnership Type] between [Your Company Name] and [Target Company Name], we are formally initiating a comprehensive due diligence investigation. The purpose of this inquiry is to evaluate the operational, financial, and legal standing of the entity.

To facilitate this process, please provide the following documentation and access by [Deadline Date]:

- **Corporate Records:** Articles of Incorporation, Bylaws, and minutes from Board of Directors meetings.
- **Financial Information:** Audited financial statements for the past three years, tax returns, and current accounts payable/receivable.
- **Legal and Regulatory:** List of pending or threatened litigation, regulatory permits, and intellectual property registrations.
- **Material Contracts:** Copies of major client agreements, vendor contracts, and lease agreements.
- **Human Resources:** Employee handbook, organizational charts, and details regarding benefit plans or outstanding labor claims.
- **Asset Inventory:** Schedule of fixed assets, real estate holdings, and current inventory levels.

All information shared during this investigation shall be handled in accordance with the Non-Disclosure Agreement (NDA) executed on [Date of NDA].

Please designate a primary point of contact for our due diligence team. We suggest scheduling an initial kickoff call on [Suggested Date/Time] to discuss the logistics of the virtual data room (VDR).

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]
[Your Company Name]