

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

RE: Initial Due Diligence Document Request Status - [Project/Transaction Name]

Dear [Recipient Name],

We are writing to provide an update regarding the status of the documentation requested for the due diligence process related to [Project/Transaction Name].

To date, we have received and reviewed the following items:

- [Document Name/Category 1] - Received on [Date]
- [Document Name/Category 2] - Received on [Date]

However, the following items remain outstanding or require further clarification:

- [Pending Document 1]
- [Pending Document 2]
- [Clarification needed regarding...]

Please provide the outstanding documents by [Date] to ensure the review process stays on schedule. If any of these items are not applicable or will be delayed, please notify us as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]