

DATE: [Insert Date]

TO: [Client Name / Board of Directors]

ATTENTION: [Specific Contact Person]

FROM: [Law Firm Name / Lead Counsel Name]

RE: Final Legal Due Diligence Summary and Status Report

PROJECT/TRANSACTION: [Project Name or Target Company Name]

1. INTRODUCTION

This letter serves as the final summary of the legal due diligence conducted by [Firm Name] in connection with the proposed [Acquisition/Merger/Investment] of [Target Company Name]. Our review was conducted based on documents provided in the virtual data room as of [Closing Date of Review].

2. EXECUTIVE SUMMARY OF FINDINGS

[Provide a high-level overview of the target's legal standing. Note whether any "deal-breakers" were identified or if all major risks have been mitigated.]

3. STATUS OF CORE REVIEW AREAS

- **Corporate Records & Structure:** [Complete/Pending - e.g., All minute books reviewed; corporate standing confirmed.]
- **Material Contracts:** [Complete - e.g., Reviewed 15 key supplier agreements; identified 2 change-of-control provisions.]
- **Intellectual Property:** [Complete - e.g., Trademark filings verified; IP assignment agreements in place.]
- **Employment & Labor:** [Complete - e.g., Standard employment contracts reviewed; no pending litigation.]
- **Regulatory & Compliance:** [Complete - e.g., All necessary permits are active.]
- **Litigation:** [Complete - e.g., No material pending or threatened claims identified.]

4. MATERIAL ISSUES & RED FLAGS

[Detail any significant legal risks, liabilities, or outstanding items that require immediate attention or post-closing remediation.]

- [Issue 1]: [Description and recommended action]
- [Issue 2]: [Description and recommended action]

5. CLOSING CONDITIONS & RECOMMENDATIONS

Based on our final review, we recommend the following actions prior to execution:

- [e.g., Obtain written consent from Landlord for Lease X]
- [e.g., Ensure Schedule 3.1 of the Purchase Agreement reflects the disclosed litigation]

6. LIMITATIONS

This summary is based solely on the documents and information disclosed to us. We have not independently verified the authenticity of all signatures or the accuracy of financial data contained within legal documents.

7. CONCLUSION

We consider the legal due diligence phase for this transaction to be [Closed/Substantially Complete]. Please contact [Name] at [Phone/Email] if you require further clarification on any specific point.

Sincerely,

[Signature]

[Name of Lead Counsel]

[Title]

[Law Firm Name]