Date: [Insert Date]

To:
[Name of Investigator/Agency]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction - Corporate Due Diligence for [Target Company Name]

Dear [Name of Investigator],

This letter serves as a formal instruction to engage your services to conduct a comprehensive corporate due diligence investigation regarding the following entity:

Target Entity: [Full Legal Name of Company]
Registration Number: [If known]
Principal Address: [Address]

1. Scope of Work
Please perform a detailed investigation including, but not limited to, the following:

- **Corporate Profile:** Verification of legal status, date of incorporation, ownership structure, and subsidiary relationships.
- **Key Personnel:** Background checks on directors and senior executives, including professional history and potential conflicts of interest.
- **Litigation History:** Searches for any past or pending civil, criminal, or administrative legal actions involving the company or its principals.
- **Financial Integrity:** Identification of any bankruptcies, liens, judgments, or negative credit indicators.
- **Reputational Analysis:** Identification of adverse media coverage, regulatory sanctions, or involvement in unethical business practices.
- **Asset Verification:** Identification of registered real estate, intellectual property, or significant physical assets.

2. Timeline and Reporting
We require a preliminary summary of findings by [Date] and the final comprehensive report no later than [Date]. Reports should be delivered via [Email/Secure Portal].

3. Confidentiality
All information obtained during this investigation is highly confidential and is for the exclusive use of [Your Company Name]. No information regarding this assignment shall be disclosed to third parties without prior written consent.

4. Fees and Expenses
Your services will be billed at the agreed rate of [Rate]. Total expenses exceeding [Amount] must be approved in writing before being incurred.

Please acknowledge receipt of these instructions and confirm your acceptance of this assignment.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]