

[Company Header/Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Target Company Name]

[Address Line 1]

[Address Line 2]

RE: Summary of Due Diligence Examination Findings - [Project/Transaction Name]

Dear [Recipient Name],

We have completed our preliminary due diligence examination regarding [Nature of Transaction, e.g., the proposed acquisition of Target Company Name]. This letter summarizes the material findings identified during our review of the documents and information provided between [Start Date] and [End Date].

1. Financial Findings

[Describe key findings related to financial statements, tax compliance, or revenue recognition.]

2. Legal and Regulatory Findings

[Describe findings related to litigation, intellectual property, contracts, or corporate governance.]

3. Operational Findings

[Describe findings regarding IT systems, supply chain, HR, or physical assets.]

4. Identified Risks

[List specific risks that may impact the valuation or structure of the deal.]

5. Required Actions/Recommendations

[List any conditions precedent or remediations required before proceeding.]

The findings outlined above are based solely on the information made available to us at this time. We reserve the right to amend these findings should additional information come to light.

Please review these points and provide your response or additional documentation by [Date]. We are available to discuss these matters at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization Name]