

4 July 2008

Dear X

**Re: X to Z**

We act as accountants for the purchaser. They have instructed us that they are planning on proceeding to contract on the above business and have requested we contact you to facilitate the due diligence review.

This review can be completed at the vendors premises, or alternatively the records can be supplied to our office. We will endeavour to cause as little disruption as possible to the vendor.

The items required will be:

1. Copies of financial statements for the years ended 30 June 2001, 30 June 2002 and 30 June 2003
2. Copies of income tax returns for the same periods
3. Copies of all business activity statements lodged for the three years
4. List of trade debtors at 30 June 2003
5. List of trade creditors at 30 June 2003
6. Customer list at 30 June 2003 (showing annual sales amounts)
7. Copies of group certificates for the years ended 30 June 2003 and 30 June 2002
8. General ledger for the years ended 30 June 2002 and 30 June 2003 (MYOB/Quickbooks/other file may be easiest if the vendor agrees)
9. Access to sales dockets/invoices (on a selected basis)
10. Access to purchase invoices (on a selected basis)

If there is a problem with the above requests please do not hesitate to contact me.

Yours sincerely