

Date: [Insert Date]

To: [Recipient Name/Appraiser/Liquidator Name]

Company: [Company Name, if applicable]

Address: [Recipient Address]

Subject: Formal Request for Valuation and Liquidation of Estate Property

Dear [Recipient Name],

I am writing to you in my capacity as the [Executor/Administrator/Heir] of the Estate of [Deceased's Full Name], who passed away on [Date of Death].

I am formally requesting a professional valuation and a subsequent proposal for the liquidation of the following property/assets associated with the estate:

- **Real Estate:** [Address of property, if applicable]
- **Personal Property:** [Brief description of items, e.g., furniture, jewelry, vehicles]
- **Other Assets:** [List any other relevant assets]

Please provide a detailed appraisal report reflecting the current fair market value of these items for probate and tax purposes. Additionally, please outline your terms for managing the liquidation process, including your commission rates, estimated timeline, and any associated fees.

I would like to schedule a site visit or a meeting to discuss these requirements further. Please contact me at [Your Phone Number] or [Your Email Address] to confirm your availability.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]