

Date: [Insert Date]

To: [Owner/Manager Name]

[Company Name]

[Address]

Re: Request for Furniture, Fixtures, and Equipment (FF&E) Inventory List

Dear [Recipient Name],

As part of the due diligence process regarding the potential sale of [Property/Business Name], I am formally requesting a comprehensive inventory list of all furniture, fixtures, and equipment (FF&E) currently included in the transaction.

To ensure an accurate valuation and a smooth transition, please provide a list that includes the following details for each item:

- Description of the item
- Quantity
- Current location within the premises
- Estimated age and condition
- Original purchase price (if available)
- Serial numbers or model numbers (for electronics and appliances)

Please clarify if any items currently on the premises are excluded from the sale or are subject to existing lease or financing agreements.

I would appreciate receiving this information by [Insert Date]. If you have any questions regarding this request, please contact me directly at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Company]