

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Appraiser Name or Company Name]
[Appraiser Address]
[City, State, Zip Code]

Dear [Appraiser Name],

I am writing to formally request a professional appraisal for the following high-value items currently in my possession:

- **Item 1:** [Description of Art/Jewelry, e.g., Oil painting by Artist Name, Year]
- **Item 2:** [Description of Art/Jewelry, e.g., Diamond necklace, Carat weight, Metal type]
- **Item 3:** [Additional items as needed]

The purpose of this appraisal is for [Reason: e.g., Insurance coverage, Potential sale, Estate planning, or Donation].

I have attached copies of existing documentation, including [mention any certificates, previous appraisals, or receipts] to assist with your evaluation. I would like the final report to include a detailed description, photograph, and a formal valuation based on current market standards.

Please let me know your fee structure, the anticipated timeline for completion, and if you require an in-person inspection of the items. You may contact me via phone or email to discuss the next steps.

Thank you for your time and professional assistance.

Sincerely,

[Your Signature]

[Your Printed Name]