

[Your Name]
[Your Title/Company]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Firm]
[Recipient Address]
[City, State, Zip Code]

RE: Referral for Intellectual Property Financial Valuation - [Client Name/Project Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name] to your firm for professional intellectual property valuation services. [Client Name] is currently seeking a formal financial assessment of their IP portfolio, which includes [mention types: e.g., patents, trademarks, software code, or trade secrets].

The valuation is required for the purpose of [mention purpose: e.g., a potential acquisition, licensing agreement, financial reporting, or litigation support].

Key details regarding the assets include:

- **Asset Description:** [Brief description of the technology or brand]
- **Quantity:** [Number of patents/trademarks]
- **Jurisdiction:** [e.g., USA, EU, Global]
- **Timeline:** [Desired completion date]

I have advised the client to contact you directly to discuss the scope of work, fee structure, and necessary documentation. Alternatively, please let me know if you would like me to facilitate an introductory meeting.

Thank you for your expertise in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]