

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

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]

Subject: Reference for Valuation of [Property Address / Asset Description]

Dear [Recipient Name],

We are writing to formally request a valuation report for the following subject:

Asset/Property Details:

Description: [Insert brief description, e.g., Three-bedroom residential property / Industrial machinery]

Location: [Insert Address or Location]

Legal Description: [Insert Title Reference or Serial Number, if applicable]

Purpose of Valuation:

The valuation is required for the purpose of [e.g., mortgage security, financial reporting, sale/purchase, or estate planning].

Basis of Value:

Please provide the [e.g., Market Value / Fair Value / Replacement Value] as of [Date of Valuation].

Access and Documentation:

To facilitate your inspection, please contact [Contact Name] at [Phone Number/Email]. Attached are the relevant documents, including [list documents, e.g., floor plans, previous surveys, or title deeds].

Please confirm your instructions and provide an estimate of your fees and the expected delivery date for the final report.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Contact Information]