

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice of Specified Valuation Date for [Asset Description/Property Address]

Dear [Recipient Name],

This letter serves as formal notification regarding the valuation of the aforementioned asset. For the purposes of [Reason for Valuation, e.g., Tax Filing, Divorce Proceedings, Sale, or Estate Planning], the following date has been established as the official Valuation Date:

Valuation Date: [Month Day, Year]

Please ensure that all appraisals, market analysis reports, and financial assessments reflect the fair market value of the asset as it existed on this specific date. Any fluctuations in value occurring after this date should be excluded from the primary valuation report unless otherwise requested.

Should you require any further documentation or information to complete the valuation process, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]