

Date: [Insert Date]

To:

[Name of Independent Valuer/Firm]

[Address]

[City, State, Zip Code]

From:

[Your Name/Firm Name]

[Address]

[City, State, Zip Code]

Re: Letter of Instruction - Valuation of Partnership Interest in [Name of Partnership]

Dear [Name of Valuer],

We are writing to formally appoint you as an independent expert to provide a formal valuation of the partnership interest held in [Name of Partnership]. This valuation is required due to a dispute regarding the fair market value of the business as of [Effective Date of Valuation].

1. Background

Provide a brief summary of the partnership, the nature of the business, and the circumstances leading to the dispute (e.g., dissolution, buyout, or withdrawal of a partner).

2. Scope of Work

You are requested to determine the [Fair Market Value / Fair Value] of [Percentage]% interest held by [Name of Partner]. Please specify if any discounts for lack of control or lack of marketability should be applied.

3. Valuation Date

The valuation must be conducted as of [Insert Specific Date].

4. Governing Documents

Your valuation should be conducted in accordance with the following documents, which are attached:

- The Partnership Agreement dated [Date]
- Financial Statements for the last [Number] years
- Asset Registers and Tax Returns
- [Other relevant documents]

5. Reporting Requirements

Please provide a written report detailing:

- The methodology used (e.g., Asset-based, Income-based, or Market-based).
- Key assumptions and data sources relied upon.

- A final conclusion of value.

6. Timeline

We request the draft report by [Date] and the final signed report by [Date].

7. Fees and Confidentiality

Fees are agreed at [Amount/Rate]. All information provided to you must remain strictly confidential and used only for the purpose of this valuation.

Please acknowledge receipt of this instruction and confirm your independence in this matter.

Sincerely,

[Signature]

[Print Name]

[Title/Capacity]