

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

[Date]

[Probate Referee Name]  
[Address]  
[City, State, Zip Code]

**RE: Estate of [Decedent's Full Name]**  
**Court Case No.: [Case Number]**  
**Subject: Instructions for Business Interest Valuation**

Dear [Probate Referee Last Name],

In connection with the above-referenced estate, I am submitting the Inventory and Appraisal for your review. Specifically, this letter serves as formal instruction to value the decedent's interest in the following business:

- **Entity Name:** [Legal Name of Business]
- **Entity Type:** [e.g., LLC, Corporation, Partnership]
- **Percentage of Ownership:** [e.g., 50% / 100 shares]
- **Date of Death:** [Date]

To assist with your valuation, please find the enclosed documentation:

- Profit and Loss Statements for the last [3-5] years.
- Balance Sheets for the last [3-5] years.
- Federal and State Income Tax Returns for the last [3-5] years.
- Articles of Incorporation / Operating Agreement.
- [List any other relevant documents, e.g., Buy-Sell Agreements, Recent Appraisals].

Please contact our office if you require any additional information or have questions regarding the business operations. We look forward to receiving the completed appraisal.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Title, e.g., Attorney for the Personal Representative / Executor]