

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

[Date]

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

Re: Estate of [Name of Decedent]
Case Number: [Case Number]
Subject: Instructions for Appraisal of Tangible Personal Property

Dear [Probate Referee Name],

Enclosed please find an Inventory and Appraisal (Form DE-160) for the above-referenced estate. I am requesting your appraisal of the tangible personal property listed under Attachment 2.

The items to be appraised include:

- [Item 1: e.g., Jewelry - provide description/photos if available]
- [Item 2: e.g., Antique Furniture - provide description/location]
- [Item 3: e.g., Collectibles/Art - provide description]
- [Item 4: e.g., Vehicles - provide Make, Model, Year, and VIN]

The date of death for the decedent was [Date of Death]. Please provide the fair market value for these items as of that date.

Access to Property:

The property is currently located at: [Physical Address where items are stored].
To arrange a physical inspection, please contact [Name] at [Phone Number/Email].

Please find enclosed the following supporting documents to assist with your valuation:

- [List any independent appraisals, purchase receipts, or photographs]

Once you have completed the valuations, please return the signed Inventory and Appraisal form to my office. If you require further information or have questions regarding these items, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: e.g., Executor / Administrator / Attorney for Estate]