

[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: [Court Case Number]
Subject: Instructions for Partial Inventory and Appraisal (No. [1, 2, etc.]

Dear [Referee Name],

Enclosed please find an original and one copy of the Partial Inventory and Appraisal (Form DE-160/DE-161) regarding the above-referenced estate.

I am requesting that you appraise the assets listed on Attachment 2. These assets consist of [briefly describe assets, e.g., real property located at Address / shares of non-publicly traded stock].

To assist in your valuation, I have enclosed the following supporting documentation:

- [Description of Document 1, e.g., Recent Property Tax Bill]
- [Description of Document 2, e.g., Deed of Trust]
- [Description of Document 3, e.g., Financial Statement]

Please provide the appraised values as of the decedent's date of death, which was [Date of Death].

Once you have completed the appraisal and signed the certification, please return the original form and any supporting exhibits to my office at the address listed above. Please also include your statement for services rendered so that payment may be processed promptly from the estate assets.

Thank you for your assistance in this matter. If you require further information, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: e.g., Attorney for Personal Representative / Executor]