

[Date]

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

**RE: The [Full Name of Trust] dated [Date of Trust]**

Dear [Referee Name],

I am writing to you in my capacity as the Trustee of the above-referenced Trust. I would like to formally engage your services to perform a formal appraisal of certain trust assets as of the date of the Settlor's death, which was [Date of Death].

Enclosed please find the following documents to assist in your valuation:

- A completed Inventory and Appraisal form (Attachment 1 and/or 2).
- Copies of recent property tax bills or deeds for real property.
- Statements for financial accounts or brokerage holdings.
- Descriptions and/or photos of significant personal property (if applicable).

The assets requiring appraisal include:

1. **Real Property:** [Address of Property]
2. **Business Interests:** [Name of Business/Entity]
3. **Personal Property:** [Description of specific high-value items]

Please provide your completed appraisal and your invoice for services rendered to my office at the address listed below. If you require additional documentation or an inspection of the physical property, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
Trustee of the [Full Name of Trust]