

Request for Intellectual Property Valuation

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a valuation of our intellectual property assets, specifically [briefly describe the IP assets, e.g., trademarks, patents, copyrights]. Given the strategic importance of these assets to our business operations, we believe that an accurate assessment of their value is essential for informed decision-making.

We are particularly interested in understanding the financial worth of our intellectual property in the context of [mention the purpose, e.g., potential sale, merger, licensing agreements, etc.]. Your expertise in this field would be invaluable to us, and we would appreciate any insights or methodologies you could employ to conduct this valuation.

Please let us know your availability for a meeting to discuss this further and any necessary steps we should take to initiate the valuation process. We look forward to your prompt response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company]