

Probate Estate Administration

Date: [Insert Date]

To: [Appraiser's Name]

[Appraiser's Address]

[City, State, Zip Code]

Dear [Appraiser's Name],

I hope this letter finds you well. I am writing to formally request your services for the inventory appraisal of the estate of [Decedent's Full Name], who passed away on [Date of Death]. As the appointed administrator of the estate, I am responsible for ensuring that all assets are accurately valued as part of the probate process.

The estate consists of the following assets that require appraisal:

- Real Estate located at [Property Address]
- Bank Accounts ([Bank Name])
- Personal Property (furniture, jewelry, etc.)
- Investments ([Investment Details])

Please let me know your availability to conduct the appraisal. I would appreciate a prompt response so we can proceed in a timely manner.

Thank you for your assistance in this matter. Should you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]