

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are currently in the process of conducting an asset valuation audit for [Company Name] for the fiscal year ending [Insert Date]. As part of this audit, we would like to request your confirmation regarding the valuation of the following assets:

- [Asset Description 1]
- [Asset Description 2]
- [Asset Description 3]

Please confirm whether the valuation amounts and details listed below are accurate:

- [Valuation Details for Asset 1]
- [Valuation Details for Asset 2]
- [Valuation Details for Asset 3]

We would appreciate your confirmation by [Insert Deadline Date]. If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]