

Business Valuation Inquiry

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to inquire about the possibility of obtaining a comprehensive valuation of [Target Company Name] for investment purposes.

As [Your Company] is considering a potential investment in [Target Company Name], we would like to understand its current market value, financial health, and any other relevant metrics that could influence our decision-making process.

Could you please provide us with information regarding your valuation services, including your methodology, timeline, and fees? Additionally, an estimate of how long it might take to complete the valuation would be greatly appreciated.

Thank you for considering our request. We look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company]