

Business Valuation Report Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am currently in the process of estate planning and would like to inquire about obtaining a business valuation report for [Business Name or Description]. This valuation will be instrumental in ensuring that my estate planning is handled with due diligence.

Could you please provide the details regarding the valuation process, associated costs, and the timelines involved? Additionally, any insight into the specific methodologies you utilize would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]