

# IP Valuation Report Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a valuation report for our intellectual property assets. Given the increasing importance of our IP portfolio, we believe a detailed valuation will provide us with valuable insights for strategic decisions.

We would appreciate your expertise in evaluating the following assets:

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

Please let us know your availability for a discussion regarding this request and any information you may need to proceed. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]