

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Request for Immovable Property Valuation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a valuation of the immovable property located at [Property Address]. The property is intended for [briefly state purpose: sale, insurance, taxation, etc.]. Details of the property are as follows:

- Type of property: [e.g., residential, commercial, industrial]
- Size: [e.g., square footage, number of rooms]
- Year built: [Year]
- Any additional relevant details: [e.g., recent renovations, historical significance, etc.]

I would appreciate it if you could provide a detailed valuation report, including an analysis of comparable properties and market conditions. If possible, please include your fee structure and estimated timeline for the completion of this valuation.

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

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company, if applicable]