RICS Framework: valuation report covering letter

Client name
Client firm
Client address

Date

Dear *[insert client name]*

Heading: property description and address

I refer to your recent instructions to provide you with a valuation report which has been carried out in accordance with the terms of engagement agreed with you in writing, a copy of which is attached to the report.

Accordingly, I now enclose my valuation report for your consideration. Do not hesitate to contact me should you require further information or clarification.

Yours sincerely

[insert valuer name]
[insert valuer firm]

'Regulated by RICS' *[designation or RICS branded version with logo to be included by all firms registered for regulation]*

DISCLAIMER

These documents are intended as a general framework only to assist suitably qualified valuation practitioners to comply with the requirement for minimum content of terms of engagement and valuation reports specified in ***VPS 1*** *and* ***VPS 6*** *of the current RICS Valuation – Global Standards. RICS makes no representation as to their suitability to any particular situation or set of circumstances. The practitioner shall need to exercise their own skill and judgment to form a view as to their suitability to a given situation and will need to tailor them as they*

see fit in each case. Please note that the documents have been designed as a single suite and are intended for use in conjunction with each other and as such we recommend that care is taken to ensure that the individual documents remain consistent with each other. In particular, it is recommended that special care is taken to ensure statements describing the scope and depth of inspection and investigations and the attendant valuation assumptions referred to within the terms of engagement are consistent with corresponding statements made within the valuation report itself.