

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Re: Initial Enterprise Valuation and Succession Planning Advisory

Dear [Client Name],

Thank you for engaging [Your Firm Name] to assist with your enterprise valuation and long-term succession strategy. The purpose of this letter is to outline our initial approach and the documentation required to begin the assessment of [Company Name].

1. Objectives

Our primary focus will be to determine a fair market valuation of the enterprise and to develop a roadmap for a seamless leadership transition that preserves the company's value and legacy.

2. Initial Information Request

To perform a comprehensive analysis, please provide the following documents:

- Financial statements (Balance Sheets and P&L) for the past three to five years.
- Current organizational chart and key management profiles.
- Copies of existing buy-sell agreements or shareholder agreements.
- Summary of current intellectual property and major physical assets.
- A brief outline of your desired timeline for succession.

3. Phase I Process

Once the data is received, we will conduct a quantitative valuation based on industry benchmarks and cash flow analysis. Simultaneously, we will conduct a qualitative review of your management structure to identify potential internal successors or external exit opportunities.

4. Confidentiality

All information shared during this process will be kept strictly confidential in accordance with our standard engagement terms.

We look forward to working with you on this transition. Please let us know if you have any questions regarding the requested documentation.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Your Firm Name]