[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Lending Institution]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Notice of Delay Regarding Property Valuation - [Property Address]

To [Contact Person or Department Name],

I am writing to formally notify you of a delay regarding the required property valuation for the above-mentioned premises, currently under a Notice of Sale process.

Due to [Reason for Delay: e.g., inability to access the property / scheduling conflicts with the appraiser / pending essential repairs], the official valuation report has not yet been finalized. As a result, the timeline previously established for the sale process will be affected.

We are working diligently to resolve this matter. We anticipate that the valuation will be completed by [New Expected Date]. Once the report is received, a copy will be forwarded to your office immediately to proceed with the next steps of the sale.

We request your acknowledgement of this delay and ask that any pending deadlines be adjusted accordingly to reflect this timeframe.

Thank you for your cooperation and patience regarding this matter. Should you have any questions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]