

Date: [Insert Date]

To: [Borrower/Property Owner Name]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Dear [Borrower/Property Owner Name],

As part of your recent loan application, an appraisal of the property listed above is required to determine its current market value.

An appraiser has been assigned to perform this inspection. Please find the scheduling details below:

- **Appraisal Firm:** [Insert Firm Name]
- **Appraiser Name:** [Insert Appraiser Name]
- **Appraiser Phone:** [Insert Phone Number]
- **Scheduled Date:** [Insert Date]
- **Scheduled Time:** [Insert Time/Window]

If you need to reschedule or have specific instructions regarding access to the property (such as gate codes or pet information), please contact the appraiser directly at the number provided above at least 24 hours in advance.

The appraiser will require access to all interior rooms, the attic, the crawl space (if applicable), and any outbuildings. Please ensure that all utilities are turned on and that all areas of the home are accessible at the time of the appointment.

Thank you for your cooperation in this matter.

Sincerely,

[Sender Name]

[Company Name]

[Contact Phone Number]