

URGENT: Appraisal Scheduling Request

Date: [Insert Date]

To: [Appraiser Name/Company Name]

From: [Your Name/Company Name]

Property Address: [Insert Full Property Address]

Dear [Appraiser Name],

We are requesting an **expedited** appraisal for the property located at the address listed above. This request is time-sensitive due to a pending [Closing Date / Financing Deadline] scheduled for [Insert Date].

Please confirm your availability to visit the property on the following preferred dates:

- Option 1: [Insert Date and Time]
- Option 2: [Insert Date and Time]
- Option 3: [Insert Date and Time]

Property Access Details:

Occupancy Status: [Occupied/Vacant]

Contact for Access: [Name] at [Phone Number/Email]

If you are unable to accommodate this request within the next [Number] business days, please notify us immediately so we may seek alternative arrangements. Otherwise, please provide a confirmation of the scheduled time and your estimated delivery date for the final report.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]