

[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Appraiser Name or Appraisal Company Name]
[Company Address]
[City, State, Zip Code]

RE: Scheduling of Professional Home Appraisal for [Property Address]

Dear [Appraiser Name],

I am writing to formally request the scheduling of a professional appraisal for my property located at [Full Property Address]. This appraisal is required for the purpose of [State Purpose, e.g., Mortgage Refinancing, Sale, Estate Planning].

I would like to propose the following dates and times for the inspection:

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

Please let me know if any of these windows work for your schedule. If not, please provide your next available opening. I will ensure that all areas of the home, including the attic, basement, and any outbuildings, are accessible for your inspection.

I have prepared a list of recent home improvements and upgrades to provide to you during your visit. Please inform me if there are any specific documents or items you require prior to your arrival.

Thank you for your time and professional services. I look forward to confirming the appointment with you soon.

Sincerely,

[Your Signature]

[Your Printed Name]