

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Property Appraisal for [Property Address]

Dear [Client Name],

This letter is to confirm the scheduled property appraisal for your property located at the address mentioned above. The appointment has been set for:

Date: [Appointment Date]

Time: [Appointment Time]

To ensure a thorough and efficient inspection, please have the following items or information available if applicable:

- A copy of the property deed or legal description.
- Records of recent property tax bills.
- A list of recent upgrades, renovations, or major repairs (including costs and dates).
- Information regarding any easements or home storage agreements.
- Access to all rooms, including the basement, attic, and garage.

To prepare the property for the visit, we kindly ask that you ensure all utilities are turned on and that pets are secured in a safe area. The interior and exterior inspection typically takes between [Estimated Duration] minutes.

If you need to reschedule or have any questions regarding the process, please contact me at [Your Phone Number] at least 24 hours in advance.

I look forward to meeting with you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your License/Certification Number]