

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: FINAL NOTICE: Urgent Action Required to Schedule Property Appraisal

Dear [Recipient Name],

This is a formal final notice regarding the required appraisal for the property located at:
[Property Address].

Despite our previous attempts to contact you on [Date of First Contact] and [Date of Second Contact], we have not yet scheduled an appointment to inspect the property. This appraisal is a mandatory requirement for [Reason for Appraisal, e.g., Loan Processing / Insurance Renewal / Tax Assessment].

Failure to provide access for the appraisal by [Deadline Date] may result in the following consequences: [List consequences, e.g., Cancellation of application / Delay in funding / Legal action].

Please contact us immediately to confirm an appointment time:

- **Contact Person:** [Name of Appraiser or Coordinator]
- **Phone Number:** [Phone Number]
- **Email:** [Email Address]

If you have already scheduled this appointment within the last 24 hours, please disregard this notice.

Sincerely,

[Your Name]

[Your Title]

[Company Name]