

[Date]

[Borrower Name]

[Property Address]

[City, State, Zip Code]

Subject: Scheduling of Required Property Appraisal for [Loan Number]

Dear [Borrower Name],

In connection with your recent loan application, your lender requires a professional appraisal of the property located at [Property Address].

An appraiser from [Appraisal Company Name] will be contacting you shortly to schedule a date and time to inspect the property. The appraiser will need access to both the interior and exterior of the home. The inspection typically takes between [Number] and [Number] minutes to complete.

To ensure the process goes smoothly, please ensure that:

- All rooms and crawlspaces are accessible.
- All utilities (water, electricity, gas) are turned on.
- Any pets are secured during the visit.

The appraisal fee of \$[Amount] is [due at the time of inspection / has already been collected].

If you have any questions regarding this requirement, please contact your Loan Officer, [Loan Officer Name], at [Phone Number] or [Email].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]