

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Appraisal Scheduling for Property at [Property Address]

Dear [Recipient Name],

Regarding the pending sale of the property located at [Property Address], we are writing to inform you that an appraisal has been ordered to move forward with the closing process.

The assigned appraiser is [Appraiser Name/Company Name]. They will need to access the interior and exterior of the property to complete their report. The appraisal is currently scheduled for:

Date: [Date of Appointment]

Time: [Time of Appointment]

Please ensure that all areas of the home are accessible, including the attic, crawl space, and garage. Additionally, please ensure that any pets are secured during this time.

If you need to reschedule or have any questions regarding this appointment, please contact [Contact Person Name] at [Phone Number] or [Email Address] as soon as possible.

Thank you for your cooperation in helping us meet our closing deadline.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]