

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Appraisal Scheduling for [Property Address]

Dear [Client Name],

To assist in the valuation of your estate located at [Property Address], we would like to schedule a formal site visit. Our specialized luxury appraisal team aims to conduct a comprehensive walkthrough to document the unique architectural features, high-end finishes, and bespoke improvements that define the value of your property.

We are currently looking to schedule this visit on the following dates and times:

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

Please let us know which of these options best suits your schedule. If none of these times are convenient, please suggest an alternative date.

To ensure a thorough assessment, we kindly request that any relevant documentation-such as floor plans, recent renovation invoices, or lists of high-spec technology systems-be made available during the visit.

We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]