

Date: [Insert Date]

To: [Appraiser or Lending Institution Name]

Attn: [Contact Person Name/Department]

Address: [Insert Address]

Loan/Appraisal Reference Number: [Insert Reference Number]

Subject: Submission of Missing Floor Plan for Appraisal - [Property Address]

Dear [Recipient Name],

In reference to the ongoing appraisal process for the property located at [Insert Full Property Address], I am submitting the floor plan document that was previously missing from the file.

Enclosed/Attached you will find the detailed floor plan, which includes:

- Room dimensions and layout
- Total square footage calculations
- Placement of windows, doors, and permanent fixtures

Please update the appraisal report to reflect this information. If you require any further documentation or have questions regarding these measurements, please contact me directly at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Role, e.g., Homeowner or Agent]