

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Lender/Bank Name]
[Loan Officer Name]
[Institution Address]

RE: Request for Extension of Property Appraisal Approval
Property Address: [Property Full Address]
Loan Application Number: [Number]

Dear [Loan Officer Name or Department],

I am writing to formally request an extension of the appraisal approval for the property located at [Property Address]. The current appraisal is set to expire on [Current Expiration Date].

The request for this extension is due to [Reason for delay, e.g., construction delays, title issues, or closing date rescheduling]. Because of these unforeseen circumstances, the transaction will not be finalized before the current appraisal expiration date.

I would like to request an extension until [New Requested Date]. Please let me know if any additional documentation or a "recertification of value" is required to process this request. I am eager to move forward with the loan process and wish to avoid the costs and delays associated with a full new appraisal.

Thank you for your time and assistance regarding this matter. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]