

[Date]

[Client Name]
[Client Company]
[Client Address]
[City, State, Zip Code]

RE: Acknowledgment of Service Level Agreement (SLA) - Commercial Appraisal Services

Dear [Client Contact Name],

This letter serves as formal acknowledgment of the Service Level Agreement (SLA) dated [Date of Agreement] between [Appraisal Firm Name] and [Client Company] regarding commercial real estate appraisal services for the following property/portfolio:

Property Description: [Property Name/Address]

By signing this letter, we confirm our commitment to the following service standards outlined in the SLA:

- **Scope of Work:** As defined in the engagement letter dated [Date].
- **Turnaround Time:** Delivery of the draft report by [Date] and final report by [Date].
- **Compliance:** Adherence to USPAP, FIRREA, and [Specific Client Guidelines].
- **Communication:** Status updates to be provided every [Number] business days.
- **Fee Structure:** Agreed upon fee of \$[Amount] payable upon [Terms].

We acknowledge that any deviations from these standards must be communicated and approved in writing by [Client Company] representatives.

We look forward to providing high-quality valuation services. Should you have any questions, please contact [Appraiser Name] at [Phone Number].

Sincerely,

[Signature]
[Appraiser Name]
[Title]
[Appraisal Firm Name]

Client Acknowledgment:

I, the undersigned, hereby acknowledge and accept the terms of the Service Level Agreement as stated above.

Name: _____

Date: _____