

[Your Name]
[Your Title/Company]
[Your Address]
[City, State, Zip Code]
[Date]

[Appraiser Name]
[Appraisal Firm Name]
[Address]
[City, State, Zip Code]

RE: Deadline for Appraisal Report - [Property Address/Project Name]

Dear [Appraiser Name],

This letter serves as a formal reminder regarding the submission deadline for the appraisal report for the property located at [Property Address].

As per our initial agreement dated [Date of Agreement], the completed appraisal report is due no later than **[Deadline Date]**.

Timely receipt of this report is critical for the progression of [mention purpose, e.g., the loan approval process / the property sale / the legal proceedings]. Any delay beyond the specified date may result in [mention consequence, e.g., a delay in closing / additional fees / contractual issues].

Please confirm via email that you are on track to meet this deadline. If you anticipate any issues or require further documentation to complete the report, contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]