

# Notice of Insurance Appraisal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to inform you that an appraisal of your insurance policy is scheduled for [Insert Date of Appraisal]. This appraisal is a standard procedure aimed at assessing the value of your insured items/property.

Please ensure that the following items are available during the appraisal:

- [Item 1]
- [Item 2]
- [Item 3]

If you have any questions or need to reschedule, please contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]