

Request for Commercial Property Appraisal

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Appraiser's Name]
[Appraiser's Company]
[Company Address]
[City, State, Zip Code]

Dear [Appraiser's Name],

I am writing to formally request an appraisal for the following commercial property:

Property Address: [Property Address]
Property Type: [Type of Property, e.g., Office, Retail, Industrial]
Owner of Record: [Owner's Name]

The purpose of this appraisal is [state reason, e.g., refinancing, sale, investment analysis]. I would appreciate it if you could provide me with an estimated completion date for the appraisal report.

Please do not hesitate to contact me should you require any additional information or have any questions regarding this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]