

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Failure to Provide Access for Property Appraisal

Property Address: [Full Address of Property]

Dear [Recipient Name],

This letter serves as formal notice regarding the scheduled property appraisal for the above-referenced address. Despite previous notification and coordination, access to the property was not provided on [Date of Scheduled Appointment] at [Time].

As per the terms of our [Lease Agreement / Sale Contract / Financing Agreement], access to the property is required for the purpose of a professional appraisal. The inability to complete this appraisal has caused a delay in [Processing the Loan / Closing the Sale / Periodic Review].

Please contact our office immediately at [Your Phone Number] to reschedule the appraisal. Failure to provide access within [Number] days of this notice may result in [Late Fees / Postponement of Closing / Formal Default Notice].

We require the next appointment to be confirmed no later than [Date]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]