

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

RE: Appraisal Services - CGC Letter

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

[Property Address]  
[Description of Property]

The purpose of this appraisal is to [Briefly explain the reason for the appraisal, e.g., financing, sale, tax assessment, etc.].

Please find the necessary documentation attached for your reference:

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your attention to this matter and look forward to your prompt response. Should you need any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]