

(Date)

Ms. Elizabeth Richards
4134 Lilac Avenue
Belmar, Virginia 99901

Re: Invitation to Accompany the Appraiser
(Insert Property 911 Address)

Dear Ms. Richards:

I have been requested by the City of Belmar to prepare an appraisal of your property on *(Insert property address.)*. I will visit the property on *(insert date)*. If you wish to accompany me, please phone me at 441-4705 or Virginia Relay: 711 to arrange a mutually convenient time.

Sincerely,

Michael Lavender
Senior Appraiser

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