

TEMPLATE COVER LETTER TO AGREEMENT FOR SERVICES

Appraiser
Title
Company
Address
City, State, Zip

Date

Client
Title
Company
Address
City, State, Zip

Dear Client,

Thank you for choosing [company name] for your valuation services needs. I am confident that you will be very satisfied with the services that we offer.

Enclosed please find our Agreement for Services. If this Agreement is acceptable to you, please sign and return to our office via fax. Once we receive the signed Agreement from you, we will expedite your request.

If you have questions, please don't hesitate to contact me. I can be reached at [phone number].

Again, thank you for choosing [company name].

Sincerely,

[Appraiser name]
[Title]

Enclosure