**SAMPLE**

**INVITATION TO ACCOMPANY AN APPRAISER**

(Date)

Mr., Mrs. Property Owner

Street Address

City, Michigan ZIP

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I have been requested by the (County, City, Township, Village) of \_\_\_\_\_\_\_\_\_\_\_ to prepare an appraisal of your property located at (Street Address). I will visit the property on (Date). If you wish to accompany me, please phone me at (phone number) to arrange a mutually convenient time. If I do not hear from you by (date), I will attempt to contact you by phone. If you do not make contact by (Date), I will assume that you do not wish to come with me when I go to inspect your property.

Sincerely,

Name

Senior Appraiser

cc: UGLG

**NOTES**

1. The case file must indicate the manner in which this notice was delivered (e.g., certified mail, return receipt requested) and the date of delivery.
2. This is a guideform. It should be revised to reflect the circumstances.