

Local Sponsor Letterhead

RE: PROJECT: _____
PARCEL: _____ **P.I.#:** _____

Dear _____:

The Department is in the process of purchasing property to improve the roadway designated above. That portion shown in color on the attached plat indicates property in which you hold an interest. We will need to acquire _____ acres-square feet in fee and _____ square feet of _____ easement from the subject property.

Your improvements and/or trade fixtures located on said property have been valued by qualified appraisers and we are prepared to pay you the sum of \$ _____ for this interest. Title to the trade fixtures will remain with you and you may either move them to another location or salvage them. The attached form, entitled "Statement of Estimated Values", separates certain elements comprising the above listed value.

Our Right of Way Specialist, _____ at () _____ representing the Department, is authorized to explain this and discuss the full effect of the purchase and your rights as provided by law. He will also provide you with a brochure, which comprehensively outlines the procedures used in purchasing rights of way.

If you will agree to the terms expressed herein by signing the enclosed "Agreement to Purchase For Right Of Way" and returning it to the Right of Way Specialist, it will be promptly submitted for closing and payment.

Yours very truly,

Local Sponsor

By: _____

Attachment(s)

Rev -8-01-2010