DATE

PROJECT CAPTION

DISPLACEE NAME AND ADDRESS

RE: Parcel

Dear Displaced Owner-Occupant:

Enclosed with this letter is your Just Compensation Offer for the Department’s acquisition of your property. Owners who are displaced by the Department’s taking are also eligible for certain additional payments in connection with their move. We will be contacting you within the next few days to explain your rights under the Relocation Assistance Program to you and discuss how we can assist you in your move.

If you have any questions before we contact you, please feel free to call me.

Sincerely yours,

Real Estate Agent

Phone Number

cc: Relocation Assistance Officer