**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

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REFERRED FOR ACTION

ANSWER FOR MY SIGNATURE

FOR FILE

FOR YOUR INFORMATION

FOR SIGNATURE

RETURN TO ME

PLEASE SEE ME

PLEASE TELEPHONE ME

FOR APPROVAL

PLEASE ADVISE ME

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BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

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APPROVED DATE

**PROJECT CAPTION**

**MEMORANDUM**

TO: HEATHER CORSENTINO

REAL ESTATE PRODUCTION MANAGER

ATTN: \*

RELOCATION ASSISTANCE OFFICER

FROM: \*

REAL ESTATE REGION MANAGER

DATE: \*

SUBJECT: PROJECT INITIATION OF NEGOTIATIONS

Negotiations for the required right of way on the above captioned project were initiated on \*, when the acquisition offer for Parcel No. \* was presented to the property owner(s).

Cc: DOTD Compliance Program Specialist

file