**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