Date

Extension Letter

PROJECT CAPTION

DISPLACEE NAME AND ADDRESS

RE: Parcel

Dear :

You are hereby notified that the Department of Transportation and Development has, as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acquired title to the property you now occupy.

The eligibility requirements and the relocation assistance payments and services to which you may be entitled as a result of this acquisition are explained in the Department’s brochure which was given to you along with the letter of eligibility delivered to you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You are hereby notified that you shall be required to vacate and surrender the Department’s property no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Any questions you may have concerning any of these matters should be directed to the Department’s Real Estate Office at the address shown above or by calling the above-listed telephone number.

Sincerely,

Real Estate Agent

DELIVERED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: R.E. Relocation Assistance Officer