**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

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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



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RECOMMENDED FOR APPROVAL DATE

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RECOMMENDED FOR APPROVAL DATE

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APPROVED DATE

**State Project:** [Enter Text]

**Fed #:** [Enter Text]

[Project Name]

**Route:** [Enter Text]

[Enter Text] **Parish**

**MEMORANDUM**

**TO:** Select Manager

**Right of Way Region Manager**

**FROM:** [Enter Text]

Choose an item.

**DATE: Select date.**

**SUBJECT: Title Research Report Update**

**PARCEL(S):** [Parcel Number(s)]

**OWNER(S):** [Owner(s)]

**Original Report By:** [Enter text]

**Dated:** [Select date]

This is to notify you that I have updated the original title research report on the captioned project on [Select date] at the [Parish] Parish Courthouse and certify that there are no changes and the ownership is current.

NOTE: Changes not affecting ownership are attached.

[List and provide a brief explanation of the attachments]