*Establishment of Estimated Cost to Move – Residential (fixed)*

*DATE*

*PROJECT CAPTION*

*DISPLACEE NAME AND ADDRESS*

RE: Parcel

Dear Occupant:

The Department has developed a moving cost estimate of *Estimated Move Cost* for moving your personal property from your present location to *Comp Address.* This estimate is based on *a fixed moving cost schedule.*

Please note that you have the option of choosing an actual cost move. However, an actual cost move requires that you supply the Department with an inventory of your personal property to be moved.

Sincerely,

Right of Way Agent

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

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

**cc: Relocation Assistance Officer**

File