USE DISTRICT LETTERHEAD

SAMPLE LETTER - TRANSMITTAL OF CHECK TO OWNER

(Date)

(Mr./Ms. Property Owner)

(Address)

(City, State, Zip Code)

Subject: \_\_\_\_\_\_ County, Route \_\_\_, Project: \_\_\_\_\_\_\_, Tract No. \_\_\_\_

Dear (Mr./Ms. Property Owner):

Please find enclosed State Treasurer’s Draft No. dated , 2000, and made

payable to in the amount of $ .

This check represents payment for your Deed dated , 2000.

The Department respectfully requests that this property be vacated no later than , 2000.

If you need any further information please feel free to contact at .

Sincerely,

(name and title)

# Enclosure

**Note: Send by certified mail and attach return receipt**

**or if personal delivery, acknowledge receipt of check(s).**

**Acknowledgment of Receipt of Hand Delivered Check(s).**

By:

Date: