SAMPLE LETTER - TRANSMITTAL OF CHECKS TO ESCROW AGENT

USE DISTRICT LETTERHEAD

(Date)

(Escrow Agent’s Name)

(Address)

(City, State, Zip Code)

Subject: Transmittal of Checks

(County, Route, Project)

Dear (Escrow Agent’s Name):

Enclosed herewith is/are State Treasurer’s check(s) in payment of right of way on the above-noted route and project, identified as follows:

Parcel No. Name Check No. Amount

Also enclosed are three copies of “Certificate of Disbursement of Funds” for each parcel.

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: