Vacancy Notice To be Produced in District

Negotiated Settlement Office on District Letterhead

Partial Displacements

Owner Occupants, Owner-

Non-Occupants and Tenants

EXAMPLE

(Date)

(Relocatee's Name and Address)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Subject: Notice to Vacate

When the Missouri Department of Transportation acquires property for highway purposes, it is the policy to give owners of personal property located thereon 90 days' notice to remove such personal property.

The department requests that you remove all personal property that you desire to retain, from the right of way parcel recently acquired by the department from , no later than the day of , 20 .

Please understand that we are not recommending that you vacate the subject right of way parcel prior to the above date; however, if you do so by choice, possession of the parcel will be taken by the department on the actual date of vacation.

Please contact (Relocation Agent) at telephone number (District Name), if you have any questions.

Sincerely

District Engineer

(County, Route, Job No., Federal No. and Parcel No.)