To be printed on Agency Letterhead.

(date)

(name)

(address)

(city, state, zip)

RE: Written Notice of the Intended Acquisition

Dear (name):

The *(City or County)* of \_\_\_\_\_\_\_\_\_ has planned an improvement project along *(Street or County Road).* The improvement includes the *(general descriptions of the project, along with the project limits).*

The project affects a portion of your property located on the *(For example, south side of Main Street, approximately 400 feet east of Jackson Avenue)*, as shown on the attached engineering drawings. We are hopeful that because of the benefits to be derived from the project, we can reach an agreement with you for the *(interest to be acquired, for example, land and temporary easements)* needed to accomplish the construction.

This letter represents the 60-Day Notice you are entitled to by Chapter 523 of the Revised Statutes of Missouri. Negotiations will begin shortly, and we are hopeful that a settlement will be reached. The *(City or County)* regards condemnation as a last resort, but it can and sometimes does occur. We urge you not to delay, as these are important rights. Under Missouri Law, you are entitled to the following:

1. Seek legal counsel at your own expense;
2. Make a counteroffer and engage in further negotiations;
3. Obtain your own appraisal of just compensation at your own expense (Please be advised that should we be required to file a condemnation petition, this will not be done for at least 60 days from the date of this letter. Therefore, if you wish to submit your appraisal to us for review, please keep this timeframe in mind);
4. Have just compensation determined preliminarily by court-appointed condemnation commissioners and, ultimately, by a jury;
5. Seek assistance from the office of the ombudsman for property rights, as created under Section 523.277 RSMo, at:

Office of Public Counsel

Governor Office Bldg., Suite 650

200 Madison Street

P.O. Box 2230

Jefferson City, MO 65102-2230

573-751-4857 (Phone)

573-751-5562 (Fax)

1. Contest the right to condemn in the condemnation proceeding; and
2. Exercise the right to request vacation of an easement under the procedures and circumstances provided for in Missouri Statute.

We are looking forward to working with you on this project. Should you have any questions please feel free to call (name) at (telephone number).

Sincerely,

(name)

(title)

Attachment