Final Vacancy Notice--Condemnation To be Produced in District

Total Displacement Office on District Letterhead

Tenants and

Owner-Occupants –NOT displaced from their primary place of residence

EXAMPLE

(Date)

(Relocatee's Name and Address)

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

Subject: Notice to Vacate

You were previously informed that you would receive a final vacancy notice advising you of the specific date that possession of the property you now occupy will be required by the department.

The Missouri Department of Transportation requests that you vacate such property no later than the day of , 20 , and that possession thereof will be taken by the department on that date, or if you vacate prior to the date, possession of the property will be taken 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.)