**SAMPLE**

**DONATION LETTER & WAIVER OF APPRAISAL**

**(Use Agency Letterhead)**

Re: Right of Way

 Project No. \_\_\_\_\_\_\_\_\_\_\_

 Bridge over \_\_\_\_\_\_\_\_\_\_\_

Property Owner

Address

Dear Owner:

The (Agency) is pleased to inform you of a bridge improvement planned for your area. Engineering drawings which described the proposed project are attached.

We do want to inform you that you do have the right to receive compensation for the land in question, as determined by an appraisal for the property rights needed from your property. We have enclosed a *Right of Way Acquisition* leaflet, for your review. This will explain the process which must be followed to acquire right of way.

We are hopeful that, because of the benefits to be derived from the project, we can reach an agreement with you to donate \_\_\_\_\_\_\_ acre(s) of your land as right of way to accomplish the construction. If you choose to donate your land, we would appreciate your signing this letter below, waiving your right to compensation and pro rata tax adjustment and returning it to us. To comply with regulations, we will also need your signature later on a formal agreement, or deed.

We look forward to the continuation of our bridge improvement program and are grateful for the opportunity to serve you.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Agency) (Agency Officials) (Date)

ACCEPTED BY PROPERTY OWNER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner(s) Signature (Date)

Provide copy for Owner and retain signed copy for Agency file.