**SAMPLE**

**LETTER OFFER**

Use when Just Compensation has been determined by a Payment Estimate

**(Letterhead)**

Acquisition of Right of Way

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County

Property Owner

Address

Dear Owner:

The (Agency) is pleased to inform you of a bridge improvement planned for your area. Engineering drawings which indicate the extent to which your property will be affected are attached.

We encourage you to read the enclosed leaflet, *Right of Way Acquisition,* and welcome your input regarding our offer. The purpose of this leaflet is to explain the process which must be followed to acquire right of way. Also enclosed is a pro rata tax reimbursement form.

You will note that \_\_\_\_\_\_ acre(s) of land is required from your property to provide for the roadway approach to the new bridge. I am authorized to offer you $\_\_\_\_\_\_\_ for this land and are furnishing a deed prepared in that amount for your consideration.

This value was established based upon general land values in your area and represents just compensation. We would appreciate your acceptance of the offer.

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

Respectfully,

(Agency)