

Sample Letter of Purchase Offer

(Letter should be sent on Grantee or Attorney letterhead. Include copy of appraisal, review appraisal, and/or market estimate)

DATE:

TO: (Property Owner)
(Address)

RE: (Project Name)

VIA: (Certified Mail or Hand Delivery with Signed Receipt)

SUBJECT PROPERTY:

As you are aware, the (GRANTEE) is interested in acquiring (EASEMENT or ACREAGE) from you located at (ADDRESS) and more particularly described in the attached Exhibit A.

Per the Uniform Relocation Act of 1970 we were required to appraise the property in order to protect your rights as a property owner. The initial appraisal was performed on (DATE) by (APPRAISER). Per this appraisal, your property is worth approximately (VALUE). A copy of the appraisal is enclosed for your review. The review appraisal was performed by (APPRAISER). A copy of this report is also enclosed.

Based upon the information found within the appraisal, the Town is prepared to offer you (APPRAISED VALUE) for your (EASEMENT or ACREAGE). We would ask that you review the enclosed reports and consider our offer. We will contact you within the next few days to further discuss the matter. If you have any questions, please contact (NAME) at (PHONE).

Sincerely,

(GRANTEE or ATTORNEY)