**State Project:** [Enter Text]

**Fed #:** [Enter Text]

[Project Name]

**Route:** [Enter Text]

[Enter Text] **Parish**

[Enter Text] Parish Clerk of Court

[Street Address]

[City], LA [ZIP]

RE: [Parcel Number(s)]

[Vendor(s)]

Dear Honorable Clerk:

Attached is an Act of Sale, with attached right of way map sheet(s), executed by [Enter Text] in favor of the Department of Transportation and Development of the State of Louisiana. Please record this instrument and right of way map sheet(s) in the Conveyance Records of your office and furnish us a Certificate of Recordation.

Kindly bill the Department for these services on the attached Real Estate Voucher.

Yours very truly,

[Enter name]

Right of Way Agent

[IN]/[IN]

cc: Select Manager, Right of Way Region Manager