June 16, 2016

\*(Project Caption)

\*(Clerk’s Info)

SUBJECT: Transfer and Acceptance, File No. \*

Dear Honorable Clerk:

Please record the original \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ executed by the Department of Transportation and Development and the \* and furnish us with a Certificate of Recordation.

Kindly provide the Certificate of Recordation and bill/invoice to the Department for these services and mail said documents to my attention at: LaDOTD, Real Estate, \*, Property Management Agent, P.O. Box 94245, Baton Rouge, Louisiana, 70804-9245.

Sincerely,

\*

PROPERTY MANAGEMENT AGENT

XX/xxx

Attachments

cc: Property Management Officer