**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

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REFERRED FOR ACTION

ANSWER FOR MY SIGNATURE

FOR FILE

FOR YOUR INFORMATION

FOR SIGNATURE

RETURN TO ME

PLEASE SEE ME

PLEASE TELEPHONE ME

FOR APPROVAL

PLEASE ADVISE ME

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

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



(225) 242-\* FAX NO. (225) 242-4692

**MEMORANDUM**

\*(Project Caption)

TO: \*

DISTRICT ENGINEER ADMINISTRATOR

\*

REGIONAL RIGHT OF WAY MANAGER

\*\*ALSO SEND TO ADDITIONAL STAFF WORKING ON TRANSFER\*\*

FROM: \*

PROPERTY MANAGEMENT AGENT

DATE: May 2, 2016

SUBJECT: Notification of Recordation

File No. \*

Parcel No.

Attached is a copy of the recorded Act of Sale between DOTD and the public for your records. If further information is required, please contact me at (225) 242-\*.

\*/\*

Attachment

cc: Property Management Officer