January 19, 2016

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

\*(Project Caption)

 **CERTIFIED MAIL**

 **RETURN RECEIPT REQUESTED**

\*(Name and address)

SUBJECT: Sale of Land

 \*

Dear \*:

This is to advise you that the Department of Transportation and Development has accepted your bid of $\* for Item(s) \* at the \* letting.

In order to complete the Act of Sale on this property, it will be necessary for you to submit a cashier's check, certified check or money order in the amount of $\*, which is the balance due, within thirty (30) days from receipt of this letter.

As soon as same is received, the Act of Sale will be forwarded to you for proper execution.

If further information is required, please contact \*, who is handling this matter, telephone number \*.

 Yours very truly,

 \*

 PROPERTY MANAGEMENT AGENT

XX/xxx

cc: Assistant Administrator - Support Services

 Property Management Officer