January 15, 2016

PROJECT CAPTION

DISPLACEE NAME AND ADDRESS

RE: Parcel \_\_\_\_

Dear Occupant:

The Department of Transportation and Development has initiated negotiations to acquire properties to accommodate construction of the above-captioned project.

The property you occupy is presently scheduled for acquisition for the project.

Enclosed is the Department’s brochure ***Acquisition of Right of Way and Relocation Assistance***, which explains the eligibility requirements and benefits to which you may be entitled.

As soon as the acquisition schedule permits, you will be contacted personally concerning your possible relocation.

 Yours very truly,

 R. E. District Manager

cc: Relocation Assistance Officer

A SPECIAL WORD OF CAUTION: BEFORE MOVING OR PURCHASING REPLACEMENT HOUSING, CONTACT THE DEPARTMENT TO ASSURE YOUR ELIGIBILITY AND FOR THE PROMPT PAYMENT OF YOUR RELOCATION BENEFITS. IF YOU MOVE WITHOUT PRIOR NOTIFICATION TO THE DEPARTMENT, YOU RISK LOSING ALL POSSIBLE BENEFITS PROVIDED BY THE RELOCATION ASSISTANCE PROGRAM.