

[Date]

[Displacee Name]

[Current Address]

[City, State, Zip Code]

RE: Expedited Relocation Assistance Offer

Project: [Project Name/Number]

Parcel No: [Parcel Number]

Property Address: [Subject Property Address]

Dear [Displacee Name],

As previously discussed, the [Agency Name] is acquiring the property you currently occupy for public use. To facilitate a timely transition, we are pleased to extend this formal offer for Expedited Relocation Assistance.

1. Expedited Payment Offer

In exchange for voluntarily vacating the premises on or before [Deadline Date], the [Agency Name] offers an incentive payment of \$[Amount]. This amount is in addition to your standard relocation benefits provided under the Uniform Relocation Assistance and Real Property Acquisition Policies Act.

2. Summary of Eligible Benefits

Based on our assessment, you are eligible for the following estimated benefits:

- Residential Moving Expense Allowance: \$[Amount]
- Replacement Housing Payment (RHP): \$[Amount]
- Advisory Services: Assistance in locating a comparable replacement dwelling.

3. Conditions for Expedited Payment

To receive the expedited incentive, you must:

- Sign and return this agreement by [Agreement Return Date].
- Completely vacate the property and remove all personal belongings by [Deadline Date].
- Leave the property in broom-clean condition with no intentional damage.
- Surrender all keys to the undersigned Relocation Agent.

4. Right to Appeal

Acceptance of this expedited offer does not waive your right to appeal the total amount of relocation benefits if you believe they are insufficient. However, the timeline for physical displacement remains firm as part of this agreement.

Please contact me at [Phone Number] or [Email Address] if you have any questions or wish to schedule an appointment to sign the necessary documents.

Sincerely,

[Agent Name]

[Title]

[Agency Name]

Acknowledgment of Acceptance:

I/We, [Displacee Name], hereby accept the terms of the Expedited Relocation Offer and agree to vacate the premises by [Deadline Date].

Signature of Displacee / Date