

Date: [Insert Date]

To: [Property Owner Name]

Address: [Property Address]

City, State, Zip: [City, State, Zip]

Re: Notice of Intent to Acquire Property and Relocation Assistance

Dear [Property Owner Name],

This letter serves as formal notification that [Name of Government Agency/Entity] is initiating the process to acquire your property located at [Property Address] for the purpose of [Name of Project, e.g., Highway Expansion/Public Utility Project].

As this acquisition is being conducted under the power of eminent domain, you are entitled to certain rights and protections under the [Name of Act, e.g., Uniform Relocation Assistance and Real Property Acquisition Policies Act].

Next Steps in the Process:

- **Appraisal:** An independent appraiser will contact you to schedule an inspection of your property to determine its Fair Market Value.
- **Offer of Just Compensation:** Based on the appraisal, we will provide you with a written offer to purchase your property.
- **Relocation Benefits:** You may be eligible for reimbursement of moving expenses, replacement housing payments, and advisory services to help you find a new residence.

A Relocation Specialist, [Name of Specialist], has been assigned to your case. They will contact you shortly to explain your benefits in detail and assist you throughout this transition. Do not move or commit to a new lease or purchase until you have consulted with your specialist to ensure you remain eligible for benefits.

If you have immediate questions, please contact [Department Name] at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Representative]

[Title]

[Agency Name]