

[Date]

[Property Owner Name]
[Property Owner Address]
[City, State, Zip Code]

RE: Initial Offer for Acquisition of Property

Project: [Project Name/Number]
Parcel No: [Parcel Identification Number]
Property Address: [Physical Address of Property]

Dear [Property Owner Name],

As previously discussed, [Name of Government Agency/Acquiring Authority] is currently undertaking the [Name of Project] project. To complete this project, it is necessary to acquire [a portion of / the entirety of] your property located at the address referenced above.

In accordance with the law, we have conducted an appraisal of the property to determine its fair market value. Based on this appraisal, [Name of Government Agency/Acquiring Authority] hereby makes an initial offer of **[\$Amount]** as just compensation for the acquisition of the required property interests.

This offer is broken down as follows:

- Value of Land/Property Interest: **[\$Amount]**
- Value of Improvements: **[\$Amount]**
- Severance Damages (if applicable): **[\$Amount]**
- **Total Settlement Offer: **[\$Amount]****

Attached to this letter, you will find a summary of the appraisal report and a proposed Purchase Agreement. We encourage you to review these documents carefully.

Please note that you have the right to:

- Review the appraisal report upon which this offer is based.
- Obtain your own independent appraisal.
- Be represented by legal counsel throughout this process.

We would like to discuss this offer with you at your earliest convenience. Please contact [Contact Person Name] at [Phone Number] or [Email Address] by [Deadline Date] to discuss this matter or to indicate your acceptance of this offer.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Agency/Organization Name]

Enclosures: Appraisal Summary, Purchase Agreement, Maps/Plats