

[Date]

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

RE: Notice of Appraisal Review and Offer of Just Compensation

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

Dear [Property Owner Name],

As part of the [Agency Name]'s project to [Brief Description of Project], it has been determined that a portion of your property is required for public use. We have completed a formal appraisal and a subsequent technical review to determine the fair market value of the acquisition.

1. Appraisal Review Summary

The appraisal, prepared by [Appraiser Name] on [Date of Valuation], has been reviewed and approved. The valuation considers the following:

- Land Area to be Acquired: [Square Footage/Acreage]
- Value of Improvements: [Amount]
- Severance Damages (if applicable): [Amount]
- Temporary Easements: [Amount]

2. Settlement Offer

Based on the approved appraisal, [Agency Name] hereby offers you the sum of **\$(Total Amount)** as full and just compensation for the property interests described in the attached legal description.

3. Next Steps

If you find this offer acceptable, please sign the enclosed Purchase and Sale Agreement and return it to our office by [Date]. If you wish to discuss this offer or provide additional information that you believe affects the value of the property, please contact me directly.

Please note that this offer is made in accordance with [State/Federal Law Citation]. If a voluntary agreement cannot be reached, the [Agency Name] may initiate formal condemnation proceedings to acquire the property as authorized by law.

Sincerely,

[Signature]

[Name of Agent/Officer]

[Title]

[Agency Name]

[Phone Number]

[Email Address]

Enclosures: Legal Description, Appraisal Summary, Purchase Agreement