



## Attachment 9-15

# SAMPLE WRITTEN OFFER TO PURCHASE

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(Date)

Name of Property Owner  
Address  
City, State, Zip

Dear Property Owner:

This letter will introduce to you       (Name of Agency Representative)      , who represents the City/County of                                 ,       (State)      , in the capacity of Right-of-Way Agent and who will discuss with you the acquisition by the city/county of the property, which our records indicate is owned by       (Property Owner)      . This property is required for construction of       (Name of Project and description of activity)      .

We have had the property appraised by a competent and unbiased fee appraiser and this report has been thoroughly analyzed by a competent review appraisal analyst and found to be well supported. Based on the appraisal and review, the city/county hereby makes you a firm offer in the amount of \$                         for the purchase of your property.

We feel that the above offer is most equitable and we urge your favorable consideration and acceptance of it. If this meets with your approval,       (Name of Agency Representative)       will assist in any way convenient to you in finalizing the acquisition.

Thank you very much for your cooperation and favorable consideration of this offer.

Sincerely,

\_\_\_\_\_  
(Signature of Appropriate Person)

Enclosure: Statement of the Basis for the Determination of Just Compensation