**SAMPLE**

**WRITTEN OFFER TO PURCHASE**

 DATE

RE: Tax Map #

Dear      :

You were previously notified by (Name of CDBG Recipient or Subrecipient) that it is interested in acquiring land or an easement across property owned by you and located on      . The easement is needed by (Name of CDBG Recipient or Subrecipient) as part of (Name of Project).

The value of your property has been determined through a waiver valuation or appraisal by a certified or licensed appraiser. The appraisal report has been reviewed by an equally qualified review appraiser. Based on these reports and (Name of Governing Board or Body) establishment of Just Compensation, which by law can be no less than the valuation established through the waiver valuation or appraisal and review appraisal process; (Name of CDBG Recipient or Subrecipient) hereby offers to purchase the easement for       ($       ).

The enclosed “**SUMMARY STATEMENT OF THE BASIS OF THE DETERMINATION OF JUST COMPENSATION”** may provide you with additional information concerning our offer.

Please indicate your acceptance of this offer by signing and dating in the space indicated below, and returning it in the self-addressed stamped envelope provided. Should you have any questions, please call       at       during normal business hours, Monday through Friday.

Thank you for your help and cooperation with this project.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept your offer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_