

OFFER TO PURCHASE

(Current Date)

(Name of Owner)
(Address)
(City), (State) (Zip Code)

Dear _____:

The City would like to buy you property located at:

(LOCATION OF PROPERTY TO BE ACQUIRED)

Your property is needed for:

(BRIEF DESCRIPTION OF THE PROJECT)

Based on fair and independent appraisal of the property, we propose to offer:

(AMOUNT OF OFFER)

We feel the offer represents just and reasonable payment. Please read carefully the attached "Statement Of The Basis For The Determination Of Just Compensation". It contains a complete description of the property and any improvements we propose to acquire. It also explains how the amount of our offer was determined.

If the offer is acceptable, please sign below.

Sincerely,

Signed,

*(SIGNATURE AND TITLE OF
COMMUNITY OFFICIAL)*

(SIGNATURE OF OWNER)

Attachment

(DATE)