INSERT DATE

PROPERTY OWNER'S NAME

PROPERTY OWNER'S ADDRESS

**Project Introduction Letter**

Project Title: INSERT PROJECT TITLE

Assessor’s Tax Parcel No.: INSERT ASSESSOR'S TAX PARCEL NO.

Federal Aid Number: INSERT FEDERAL AID NO. (IF KNOWN)

Dear INSERT PROPERTY OWNER'S NAME:

INSERT AGENCY NAME is proceeding with the above-referenced public project. As an adjacent property owner, your property may be affected by the proposed improvements. The ENTER CITY OR COUNTY makes every effort to minimize impacts to adjacent properties as well as minimize the need to purchase additional land or property rights.

The purpose of this letter is to keep you informed about upcoming project activities you may notice and to introduce myself as your main point of contact. As the project moves forward you may have a variety of questions and concerns. As the ENTER CITY'S OR COUNTY'S Right of Way Agent assigned to this project, I am happy to speak or meet at your convenience to explain the project and discuss its impact on your property, the applicable State and Federal laws and regulations, and what your rights are as a property owner relative to the project.

The documents enclosed are important as we move through this process together:

*(List parcel-specific brochures/letters/general notices)*

* *Transportation Property Needs & You Brochure*
* *Relocation Brochure (If applicable)*
* *General Relocation Notice (if applicable)*

In moving forward with the project, it is likely a portion of your property will need to be acquired. A State surveyor may visit the property to stake the current and proposed right-of-way lines for the project to assist you and the appraiser in evaluating potential impacts to your property.

***If waiver valuation is being completed instead of an appraisal, delete the following paragraph.***

As part of the appraisal process, the appraiser will meet with you and will conduct a site visit to the property. A representative will contact you soon to schedule that appointment and to provide you with the opportunity to accompany the appraiser during the site visit.

The enclosed brochures explain the right-of-way process and may provide some helpful information as they briefly describe the acquisition process and affected property owners’ rights.

You may also find additional information about this and other ENTER CITY OR COUNTY projects on our website at: INSERT PROJECT LINK

Please contact me if you have any questions or concerns.

Sincerely,

INSERT SPECIALIST'S NAME

INSERT AGENCY NAME

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NO.

INSERT SPECIALIST'S EMAIL ADDRESS

**Acknowledgment of receipt of Project Introduction Letter**

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_