INSERT DATE

INSERT PROPERTY OWNER'S NAME

INSERT PROPERTY OWNER'S ADDRESS

**Revised Offer Letter**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Federal Aid No: INSERT FED AID NO.

Dear INSERT PROPERTY OWNER'S NAME:

In the offer letter dated INSERT DATE, the INSERT AGENCY NAME (Agency) offered to purchase property and/or property rights owned by you and identified as parcel number INSERT PARCEL NO..

The INSERT APPRAISAL OR ADMINISTRATIVE OFFER SUMMARY (AOS) which resulted in the Agency’s offer has now been revised due to INSERT REASON FOR REVISED OFFER. This revision makes it necessary to withdraw the Agency’s original offer and make a new offer.

The Agency has established an amount it believes is just compensation based on the market value estimated for your property. The Agency’s revised offer is as follows:

|  |  |  |
| --- | --- | --- |
| Land Conveyed Fee: | SF | $ |
| Access Rights |  | $ |
|  |  |  |
| Lands Conveyed Easement: | SF | $ |
| Temporary Easement: | SF | $ |
|  |  |  |
| Improvements |  | $ |
| Damages |  | $ |
| Other |  | $ |
|  |  |  |
| **Total Amount** |  | **$\_\_\_\_\_\_\_\_\_\_** |

You may wish to employ professional services to evaluate the agency’s new offer. However, the $750 evaluation allowance mentioned in our original offer letter is a one-time allowance only.

INSERT APPROPRIATE OFFER OPTIONS 1, 2, OR 3 FROM ORIGINAL OFFER LETTER

All other rights, as summarized in the original offer letter, remain unchanged. This letter has been sent to provide a revised but concise statement of the Agency’s offer and summary of your rights. Please feel free to direct any questions you may have to the undersigned. Thank you for your time and consideration.

Sincerely,

INSERT SPECIALIST'S NAME

SPECIALIST TITLE

INSERT AGENCY NAME

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS

**Acknowledgment of receipt of Revised Offer Letter**

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

*Signature above does not mean acceptance or rejection of offer.*