<Insert Subrecipient Letterhead>

SUBRECIPIENT’S OFFER TO PURCHASE PARCEL/LAND

**Date**

**Owner Name(s)**

**Owner(s) Address**

RE: **City/County of Anytown (CDBG Project Number)**

Dear **Owner Name(s)**,

We have previously informed you of the **City/County’s** interest in acquiring your property for our **<Insert Project Description>** project in our **January 1, 2025,** preliminary acquisition notice letter. Based on our appraisal and review appraisal of your property, we have determined the value to be **$Amount**. The **City/County** hereby makes you a firm offer in the amount of **$Amount** for the purchase of your **44**-acre parcel of land for this project.

We believe that the above offer accurately represents the fair market value of your property based on the current appraised value. We urge your favorable consideration and acceptance. If this offer meets with your approval, the **City/County’s** grant representative, **Grant Administrator Name**, is prepared to schedule a closing to purchase and record the property in the **City/County’s** name.

The **City/County** would like to start construction of this project within the next three months; therefore, we ask that you contact **Grant Administrator Name** no later than **Date**, to arrange to schedule the closing for the purchase of your property. You may call **Grant Administrator Name** at **Phone Number** or stop by **Location** to make an appointment to meet with her.

If you have any questions, please do not hesitate to contact us at **Phone Number**.

Sincerely,

**Name, Mayor/Presiding Commissioner**

C: **Grant Administrator Name**