<Insert Subrecipient Letterhead>

FINAL OFFER TO ACQUIRE PROPERTY

**Date**

**Owner Name(s)**

**Owner Address**

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

Dear **Property Owner(s**),

I write to follow up regarding our original offer to acquire your residence on **44** acres of land from you for the **City/County’s <insert project description>** project. In our **January 1, 2025,** offer letter, we respectfully asked that you respond to our offer by **Date**, regarding your acceptance of the **City’/County’s** offer of **$Amount** to purchase your property. We have not received your response regarding our offer.

The **City/County** again, hereby, offers **$Amount** for the purchase of your property for our **<insert project description>** project. The offer is based on our recent appraisal and a review appraisal of your property. Please consider this letter the **City/County’s** final offer. Do not hesitate to contact us regarding any counteroffer that you want to propose.

Because loan financing is a part of this project, the **City/County** must start and complete this project in a timely manner in order to begin making the loan payments when they become due. Therefore, we are asking you to respond to our final offer no later than **Date**, so that we may proceed with this project. If we are unable to reach an amicable settlement with you by **Date**, the **City/County** will find it necessary to exercise its statutory right of condemnation. It is our hope that we are able to reach an amicable agreement with you to purchase your property for our water project.

If you have any question regarding the **City/County’s** offer, please do not hesitate to contact our grant administrator, **Grant Administrator Name** at **Phone Number**. You may also contact the **City/County** Clerk to schedule an appointment with **Grant Administrator Name** at **Phone Number**.

Sincerely,

**Name, Mayor/Presiding Commissioner**

C: **Grant Administrator Name**