**OFFER TO PURCHASE EASEMENT**

**Date**

**Owner(s)**

**Owner(s) Address**

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

Dear **Owner(s)**,

We have previously informed you of the **City/County’s** interest in acquiring an easement on your property for our **<Insert Project Description>** project. Based on our review of recent property sales in your area, we have determined the value of the easement to be **$Value**. The **City/County** hereby makes you a firm offer in the amount of **$Value** for the purchase of the easement on your property.

We believe that the above offer accurately represents the fair market value of your property based on a review of available data based on a licensed appraiser’s opinion. We urge your favorable consideration and acceptance.

If this offer meets with your approval, the **City/County’s** grant administrator, **Grant Administrator Name**, is prepared to purchase and record the easement in the **City/County’s** name. The **City/County** would like to start construction of this project within the next few months; therefore, we ask that you contact **Grant Administrator Name** no later than **Date**, to arrange the final purchase and closing.

You may call **Grant Administrator Name** at **Phone Number** or stop by **Location** and make an appointment to meet with us regarding the **City/County’s** offer.

If you have any questions, please do not hesitate to contact us at the above phone number.

Sincerely,

**Name, Mayor/Presiding Commissioner**

C: **Grant Administrator**