\*Insert Date\*

\*Name of Potentially Displaced Person(s)\*

\*Address of Displacement\*

\*City, State, Zip\*

RE: CRS: \*C/R/S\*

PCL:      -

PID:

Dear

This letter is to make you aware of the upcoming road project known as \*C/R/S\*. The Ohio Department of Transportation (ODOT) plans to offer to buy all or part of the property which you presently occupy.

You are not required to move at this time. You should continue to pay rent to your landlord until further notice.

As a tenant, at some time in the future, you may be eligible for some benefits under the Relocation Assistance Program. Please understand this letter does not make you eligible for Relocation Assistance.

Once ODOT reaches a written binding agreement with the owner, a Relocation offer letter will be provided to you. At that time you will be eligible for Relocation Assistance, and that letter will explain all of your benefits.

If you move before you receive your Relocation offer letter you will lose any potential Relocation Assistance benefits.

If you have any questions or wish to discuss anything further, please do not hesitate to contact me. I can be reached at the address and telephone number below.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Insert Relocation Agent Name\*

\*Insert Phone Number\*

\*Insert Email Address\*

\*Insert Mailing Address\*

\*City, State, Zip\*