**MITIGATION OFFER LETTER**

Click or tap to enter a date.

[Insert name of owner - should match Title Report]

[Insert address where owner lives]

 [Insert city, state, zip code]

Re: [Insert County-Route-Section]

Parcel No.: [Insert the parcel to be acquired]

Interest Acquired: [Insert the interest to be acquired]

Address of Property: [Insert the address of the property to be acquired

To: [Insert name of owner - should match Title Report]

 The (insert name of acquiring entity) desires to acquire a part of your property for the purpose of (describe type of mitigation) mitigation. I have explained to you the process of mitigation and the property right to be acquired.

 The (insert name of acquiring entity) will not acquire your property in the event that these negotiations fail to result in an amicable agreement.

 For this acquisition, you will be offered an amount not less than the market value of the (insert property right) interest that is desired by (insert name of acquiring entity). This estimate is supported by a Market Value Report and a copy of this document is to be provided to you during this first negotiation visit.

 The amount offered to you for the (insert property right) interest is: [Insert the $ amount].

I remain available to answer any questions that you may have regarding the project or the acquisition process and to assist you in any way I can in this acquisition process.

Respectfully,

*Signature of the negotiator*

[Insert name of the negotiator]

(insert name of acquiring entity)

Enclosure

File