# Written Offer to Purchase

(Date)

(Name of property owner)

(Mailing address)

(City, MT zip code)

Dear (name of property owner):

This letter serves as a written offer to purchase property at (describe by address or general location and legal description), which our records indicate is owned by (name of property owner). This property is required for (describe proposed CDBG activity).

We have had the property appraised by a competent and unbiased fee appraiser, and this report has been thoroughly analyzed by a certified review appraiser and found to be well supported. Based on the appraisal and review, the (grantee) hereby makes you a firm offer in the amount of ($ amount) for the purchase of your property.

We feel that the above offer is most equitable, and we urge your favorable consideration and acceptance of it. Negotiations for the purchase of your property will begin on (date).

Thank you very much for your cooperation and favorable consideration of this offer.

Sincerely,

(Name of grantee chief elected official)

(Mayor or chairperson, County Commission)

Enclosure: Statement of the Basis for the Determination of Just Compensation