Voluntary Notice to Several Owners

[*Grant Recipient Letterhead*]

Date

[Address *of Property Owner*]

Dear *Property Owner Name*:

The *Name of Grant Recipient* has received a Community Development Block Grant from the Oklahoma Department of Commerce for the purpose of *briefly describe project*.

In order to provide these services, we are inviting offers from property owners in *describe geographic area* to sell or donate land. All sales or donations will be on a voluntary basis. The *Grant Recipient* **[***does not have the power to acquire property by condemnation* ***/*** *will not use the power of eminent domain to acquire the property***]**. If mutually acceptable terms and conditions of such acquisition cannot be reached, the *Grant Recipient* will not take further action to acquire such property. Since the purchase would be a voluntary, arm's-length transaction, you would not be eligible for relocation payments or other relocation assistance otherwise available under Federal law; however, tenants are eligible for relocation benefits.

If you are interested in considering the sale of suitable property to the *Grant Recipient*, an appraisal *and review appraisal* will be conducted to establish the fair market value of the property, which will be the basis for determining the offer to be made for its purchase. Please be aware that this letter does not constitute an offer to purchase your property but is intended solely to determine if you have any interest in pursuing such a sale.

Again, please understand that if you do not wish to sell your property, the *Grant Recipient* will take no further action to acquire it. If you are interested in discussing this further, please contact *Name, Address, and Phone Number, if different than letterhead*.

Sincerely,

Name, Title

Italic type = customize as appropriate.

[/] = select the appropriate option.