INSERT DATE

INSERT PROPERTY OWNER'S NAME

INSERT PROPERTY OWNER'S ADDRESS

**Recission of Offer Letter**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Federal Aid No: INSERT FED AID NO.

Dear INSERT PROPERTY OWNER'S NAME:

In the offer letter dated INSERT DATE, the INSERT AGENCY NAME (Agency) offered to purchase property and/or property rights owned by you and identified as parcel number INSERT PARCEL NO.

Due to project changes, there is no longer a need for the Agency to acquire your property and/or property rights. Therefore, the Agency is rescinding its offer. Please accept our apology for any inconvenience this matter may have caused you and feel free to direct any questions you may have to the undersigned.

Sincerely,

INSERT SPECIALIST'S NAME

SPECIALIST TITLE

INSERT AGENCY NAME

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS