
Sample Willing Buyer/Willing Seller Transaction Letter

Letter should be sent on Grantee or Attorney letterhead.

DATE:

TO: (Property Owner)
(Address)

RE: (Project Name)

SUBJECT PROPERTY:

This is to inform you that the (GRANTEE) is interested in acquiring (SUBJECT PROPERTY) from you located on (ADDRESS) if a satisfactory agreement can be reached.

Because Federal funds may be used in the purchase, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, the (GRANTEE) will not acquire your property. The (GRANTEE) will not use the power of eminent domain to acquire the property.
2. We estimate the fair market value of the property to be (VALUE). This figure is based on an appraisal prepared by (APPRAISER).

Since the purchase would be a voluntary, arm's length transaction, you would not be eligible for assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation.

If you have any questions about this matter, please contact me.

Sincerely,

(GRANTEE or ATTORNEY)

Encl: Appraisal