INSERT DATE

INSERT PROPERTY OWNER'S NAME

INSERT PROPERTY OWNER'S ADDRESS

**Final Action Letter**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

Federal Aid No: INSERT FED AID NO.

Certified Mail Tracking No.: INSERT CERTIFIED MAIL TRACKING NO.

Dear INSERT PROPERTY OWNER'S NAME:

The INSERT AGENCY NAME (Agency) offered to purchase property and/or property rights (property) owned by you and identified as Tax Parcel Number INSERT TAX PARCEL NO.. The Agency’s written offer of just compensation was made on INSERT OFFER DATE. Several attempts and requests to meet with you in person to discuss the Agency’s offer were made on INSERT DATES AND METHOD (PHONE, EMAIL, ETC.). Since then, negotiations to reach a settlement have been ongoing. During this process, you had an opportunity to comment and provide additional information to help us reach a settlement. We regret that we have been unable to negotiate a settlement with you.

Occasionally, honest differences of opinion arise during the process of acquiring property. When this happens, the matter is submitted to the courts for fair and impartial determination. This is to ensure that your rights as an individual property owner and the rights of all taxpayers are equally protected.

The Agency is providing this formal written notice of its planned final action, per the requirements of the Revised Code of Washington (RCW) 8.25.290, to authorize condemnation of your property to ensure that you are provided with notice and opportunity to comment and otherwise participate in the final action. Your property the Agency intends to acquire by this action is identified in Exhibit A, attached to this letter.

The Agency’s decision on whether to proceed with the condemnation of your property will be made at a final action meeting on INSERT DATE, TIME, & LOCATION OF MEETING. If you would like to provide information for the Agency to further consider before the final action, or if you want to present information or otherwise participate in the final action, please contact INSERT CONTACT NAME, EMAIL, AND PHONE NUMBER.

Per the RCW previously cited, a notice of said final action will be published in two area newspapers. The notice is scheduled to be published in INSERT NAMES OF BOTH NEWSPAPERS.

If the decision is made to proceed with condemnation, the Agency will turn this matter over to its legal counsel. If you have questions or concerns, or should you reconsider and decide to accept the Agency’s offer, please contact INSERT PREVIOUS PROVIDED CONTACT NAME using the contact information previously provided in this letter.

Sincerely,

INSERT NAME

INSERT AGENCY NAME

INSERT JOB TITLE