

**SAMPLE FINAL OFFER LETTER**

CERTIFIED

Return Receipt Requested

Mr. and Mrs. \_\_\_\_\_  
(Address and Zip Code)

Dear Mr. and Mrs. \_\_\_\_\_:

Representatives of the U.S. Fish and Wildlife Service (Service) have contacted you on several occasions because we want to acquire your property in \_\_\_\_\_ County, (State). Your lands are located inside the boundary of the \_\_\_\_\_ National Wildlife Refuge and contain \_\_\_\_\_ hectares (\_\_\_\_\_ acres) in fee title (subject to valid existing rights). To date we have not been able to reach a price agreement with you on the property.

Based on an approved appraisal by the Service, we offered you \$\_\_\_\_\_ for the property that is described in the enclosed *Agreement for the Purchase of Lands*. The Service needs this land for wildlife refuge purposes, and we hope that you will carefully consider this offer and sign the purchase agreement. If you decide that you do not want to accept our offer and do not sign and return the *Agreement for the Purchase of Lands* within 15 days after the date of this letter, we will forward a request to the Department of Justice to acquire the property by court action.

We enclosed an informational brochure outlining provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. This office will provide you with instructions, application forms, and assistance to file a claim for those expenses that can be reimbursed under the Act.

If you have any questions or want to discuss this further, please contact our Realty Office at (Area Code - telephone number).

Sincerely,

Regional Director

Enclosures