(Sample Appraiser Introduction Letter)

LETTERHEAD OF LOCAL PUBLIC AGENCY

Date

 Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Highway Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parcel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Name(s)

Address

City, WI Zip

Dear Property Owner:

An appraisal is to be prepared to determine just compensation for the property to be acquired for the improvement of the subject highway project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been engaged to make the necessary appraisal. You may expect to be contacted shortly by the appraiser to arrange for a meeting related to the inspection and appraisal of your property. As a part of the meeting with you, the appraiser will explain the nature and function of the appraisal process and answer any questions you may have concerning the highway project.

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the project agent, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Respectfully,

*(LPA signature)*

LPA Title

Contact information