(Sample Notice of Non-Reimbursable Work 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:

# Notice of non-reimbursable work

It is our desire to acquire easement rights from your company. Attached for your approval and execution are the following documents:

1. Highway form \_\_\_\_\_\_\_\_\_\_\_, Conveyance of Rights in Land by Public Utility for lands identified as highway parcel number \_\_\_\_\_\_\_\_\_\_\_.

2. Right of way plat showing the location of your utility facilities in relation to the proposed right of way for this highway.

3. Plan sheet and cross sections for project area.

It appears to us that there will be no reimbursable utility relocation work; therefore, we have not enclosed a contract agreement form. We would appreciate receipt of two(2) copies of the executed documents by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions regarding our request, we would be pleased to discuss the matter with you at any time.

Respectfully,

*(LPA signature)*

LPA Title

Contact information

Attachment