[Insert Date]

Utility Company **Via Certified Mail**

Attn: Contact Personal at Utility Company

Contact Person’s respective title

Address Street Name

City, State, & Zip Code

**Re: Project ID:**

**HIGHWAY Name (i.e., USH 141), [Insert] County**

**Parcel #**

Wisconsin Department of Transportation (WisDOT) is in the process of acquiring right of way for the improvement of [Insert Highway Name; i.e. USH 141] in [Insert] County. One of the property owners on the project who will be impacted by a land acquisition is **[Insert property owner name]**. The legal description of the parcel to be purchased is attached to the enclosed signed conveyance document. The acquisition involves the following on the property:

* **0.000 Acres of New Highway Right of Way (Fee): Pink**
* **0.000 Acres of Existing Highway Right of Way: Yellow**
* **0.000 Acres of Temporary Limited Easement (TLE): Blue**: **A TLE means that WisDOT has the right to use the property for construction purposes. No permanent improvements will be placed within this area. The TLE terminates at the time construction of the project is complete.**
* **0.000 Acres of Permanent Limited Easement (PLE): Green**: **A PLE means that WisDOT has a permanent right of access for installing, maintaining, and repairing any improvements on the affected property. Such improvements may, but are not limited to, draining system, rip rap, and retaining walls.**

WisDOT records indicate that you are a party of interest on this property as a utility land interest(s) and/or right(s) holder. Please reference the enclosed Utility Interests Table outlined on the Interest either Utility Exhibit; or project plan sheet/utility sheet. We are requesting a Quit Claim Deed (for Utilities) for releasing your interest(s) and/or right(s) on the parcel referenced above to clear the necessary right of way for the [Insert Highway Name; i.e. USH 141] improvement project.

The following documents are enclosed for your review and reference:

* Quit Claim Deed (for Utilities) and legal description.
* Right of Way Plat Sheet(s) filed or recorded (choose one) with [Insert] County Document Number [insert here], if applicable outlining the above referenced property and the area WisDOT is purchasing.
* Utility Exhibit outlining your utility interest(s) and/or right(s) on the property referenced above. (If applicable, remove if you do not have this document and replace if sending different document; i.e. project plans sheet).
* A copy of the executed Insert Owner’s Conveyance Document, i.e., Warranty Deed and legal description signed by [**Insert property owner name]**, outlining the acquisition offer amount of **$[insert amount]**.
* A copy of the Appraisal Report establishing **$[insert amount]** offer amount OR Nominal Waiver of Appraisal form establishing **$[insert amount]** offer amount (choose one) provided to **[Insert property owner name]**.
* Authorization to Disburse Proceeds form.
* Request of Taxpayer ID Number (W-9 Form)

If you agree with the enclosed Quit Claim Deed (for Utilities), please sign and return the following documents to me at your earliest convenience in the enclosed self-addressed postage paid envelope:

* **Executed Quit Claim Deed (for Utilities):** The original documents must be signed and dated in the presence of a notary public. We remind you to type, or using only black ink, **clearly print** the names of those persons executing the document.
* **Authorization to Disburse Proceeds Form:** Please check the appropriate box, sign, and date the form, where indicated, relating to the **$[insert amount]** acquisition offer amount for this parcel.
* **Request of Taxpayer ID Number (W-9 Form):** If you choose to be named on the check or have a check issued to you, WisDOT requires your social security number or employer identification number to issue a check payment. Also, the IRS requires this same information if the acquisition exceeds **$600.00**. If you are “exempt” from this requirement, please furnish a copy of your exempt status.

Upon receipt of the requested documents, if you choose to be named on the check payment, I will collaborate with you and the property owner to coordinate and request payment disbursement.

Please give this matter your earliest consideration. **I am requesting to hear from you by [Insert Contact Date; typically, 2 weeks from mailing date].** If I do not hear back from you by the requested date, I will contact you to discuss further the upcoming steps in the acquisition process for the [Insert Highway Name; i.e. USH 141] improvement project.

If you have any questions about the project, real estate acquisition process, or the enclosed documents, please contact me at [insert agent number] (office) or [insert agent email address] (email).

Sincerely,

Enter Agent Signature Block