Subject: Rental Agreement

Project ID      , Parcel No.

      ,       County

In a previous letter we informed you that the Wisconsin Department of Transportation (WisDOT) was in the process of acquiring the property you occupy. The negotiations for the purchase of this property have been completed. Your occupancy will be extended to      . You may voluntarily vacate at any time prior to that date.

Enclosed you will find a rental agreement. Please sign and return it as soon as possible. After a 30 day free rental period, the amount of rent assessed will be       per month.

In the event something develops that causes you to believe you will not be able to vacate by this date, please notify us in writing. This letter should state the reason for your request and the amount of time you need. You will be promptly notified in writing of our decision. If an extension is granted, you will be given a new date by which you must vacate.

If you have any questions or concerns, please contact me at      .

Sincerely,