

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>

<Name of City>

<address>

<address>

Re: _____

Dear Mayor _____ :

Our firm represents _____. Our client is the owner of 12.36 acres of property located adjacent to and immediately south of property owned by the City of _____. Please refer to the enclosed map and plat for a more definitive description and location.

My client is interested in selling the property. However, before listing the property with an agent and placing it on the open market, my client has requested that we notify the City that the property is available for the sum of \$ _____. For a number of reasons, we believe that this property would be an excellent and logical acquisition for the City.

If the City is interested in the property and would like to engage in discussions and negotiations to acquire the property, please let me know within the next two weeks. As I stated above, my client intends to list the property with an agent if the City has no interest in acquiring the property.

Should you have any questions or if I could be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

cc: _____
: