

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

DATE

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

NAME
ADDRESS LINE
ADDRESS LINE
CITY, STATE ZIP CODE

Re: Amount and coordinates of property
City of , County,

Dear :

is hereby notified pursuant to that certain Agreement for the Purchase and Sale by and between and and (the "Agreement") that and , as Trustees for the . Second Amended and Restated Profit Sharing Plan and Trust, and . Second Amended and Restated Pension Plan and Trust, have acquired clear title to the above referenced property from the family. Pursuant to the Agreement, the Due Diligence period provided therein begins to run upon your receipt of this notice.

Should you have any questions, please do not hesitate to contact us.

Sincerely,
