

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y, S T A T E Z I P C O D E

Re: Easement

Dear :

Enclosed herewith please find the original COMPANY NAME Easement proposed by the City of for the property located at ADDRESS, CITY, STATE ZIP CODE. The easement appears to be in proper legal form and specifically provides that the City will install and back fill around and over the culverts which you provide and waives the collection of all fees for a single connection to the sewer system. My only recommended revision is that the next to the last paragraph be modified to clearly provide that you are only releasing claims relating to the easement and not any other claims which you may have against the City of .

Please review the easement and call me with any comments you might have. Once I have heard from you, I will contact and have the easement put in final form.

I look forward to hearing from you soon.

Sincerely,

BY:

/
Enclosure