

(Date)

Ms. Elizabeth Richards
4134 Lilac Avenue
Belmar, Virginia 99901

Re: Written Offer to Purchase
(Insert property 911 Address)

Dear Ms. Richards:

This will serve to introduce Ms. Julie Powell, who represents the City of Belmar, Virginia, in the capacity of Community Development Coordinator, and who will discuss with you the acquisition by the City Government of the property which our records indicate is owned by Elizabeth Richards. This property is required for the construction of the proposed Sunny Days Sheltered Workshop.

We have had the property appraised by a competent and unbiased fee appraiser and this report has been thoroughly analyzed by a competent appraisal analyst and found to be well supported. Based on the appraisal and the review, the City hereby makes you a firm offer in the amount of \$15,000 for the purchase of your property.

We feel that the above offer is most equitable and we urge your favorable consideration and acceptance of it. If this meets with your approval, the City's representative has prepared an Act of Sale and will assist in any way convenient to you in finalizing the acquisition. Negotiations for the purchase of your property begin (*Insert Date*).

Thank you very much for your cooperation and favorable consideration of this offer.

Sincerely,

Justin McCarthy
Mayor

Enclosure: Statement of the Basis for the Determination of Just Compensation

THIS PAGE INTENTIONALLY LEFT BLANK