INSERT DATE

INSERT DISPLACEE NAME

INSERT DISPLACEE ADDRESS

**Relocation Assistance Program**

**Notice of Final Date to Claim Relocation Entitlements**

Project Title: INSERT PROJECT NAME

Parcel No.: INSERT PARCEL NO.

Displacee No.: INSERT DISPLACEE NO.

Dear INSERT DISPLACEE NAME:

On INSERT DATE, INSERT AGENCY NAME provided you with a notice of your maximum relocation entitlements. According to our records, you vacated the site located at INSERT ADDRESS on INSERT DATE. **Your deadline to file all relocation claims is** **INSERT MONTH/YEAR.** Failure to submit your claims by this deadline will result in a loss of your relocation entitlements.

Please contact me for specific details, clarification or any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

INSERT AGENCY NAME

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS