January 19, 2016

(225) 242-\* FAX NO. (225) 242-4692

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**CERTIFIED MAIL**

 **RETURN RECEIPT REQUESTED**

Dear \*:

Please be advised that final approval has been received to sell the referenced property, as shown on attached map.

The purchase price of this property is $\*, which is the current appraised value.

If you wish to purchase this property by private sale at the aforementioned price, please forward said amount in the form of Certified Check, official check, Cashier's Check or Money Order to this office within 30 days from receipt of this letter.

If we have not received a response within 30 days, we will advertise this property for sale at public bid and you may bid on same if you wish.

If you have any questions, please contact \*, at \*.

Yours very truly,

\*

PROPERTY MANAGEMENT AGENT

\*/\*

cc: Property Management Officer