December 18, 2020

**CERTIFIED MAIL**

**RETURN RECEIPT REQUESTED**

**STATE PROJECT NO. \***

**F.A.P. NO.\***

**ROUTE \***

**\* PARISH**

**FILE NO. \***

Dear \*,

Attached in triplicate, please find the Act of Sale on the referenced property. Please have the documents signed before a Notary Public and return all three original copies to me in the provided self-addressed envelope within thirty (30) days from receipt of this letter.

Upon receipt, I will have the documents signed by the Department and filed in the \* Parish Courthouse. I will then forward a fully executed original and the recording information to you for your records.

If you should have any questions, please feel free to contact me at [\*@la.gov](mailto:*@la.gov) or by phone at 225-242-\*.

Sincerely,

\*

PROPERTY MANAGEMENT AGENT

\*

Attachments

cc: Right of Way Manager for Support Services