**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

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 REFERRED FOR ACTION

 ANSWER FOR MY SIGNATURE

 FOR FILE

 FOR YOUR INFORMATION

 FOR SIGNATURE

 RETURN TO ME

 PLEASE SEE ME

 PLEASE TELEPHONE ME

 FOR APPROVAL

 PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



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

**MEMORANDUM**

\*(Project Caption)

TO: \*

DISTRICT ENGINEER ADMINISTRATOR

\*

REGIONAL RIGHT OF WAY MANAGER

\*\*ALSO SEND TO ADDITIONAL STAFF WORKING ON TRANSFER\*\*

FROM: \*

 PROPERTY MANAGEMENT AGENT

DATE: May 2, 2016

SUBJECT: Notification of Recordation

 File No. \*

 Parcel No.

 Attached is a copy of the recorded Act of Sale between DOTD and the public for your records. If further information is required, please contact me at (225) 242-\*.

\*/\*

Attachment

cc: Property Management Officer