January 19, 2016

(Project Caption)\*

(Newspaper Address)\*

SUBJECT:  \*

Dear \*:

 Enclosed find copy of an advertisement to be published in your paper in the following issue(s):

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

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

 This advertisement to be placed in your paper as per the attached "NOTICE"  page ONLY.

 It is requested that you submit your invoice, for the "NOTICE " page only, to DOTD Real Estate, Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Real Estate Agent, 1201 Capitol Access Road, East Wing, Baton Rouge, Louisiana, 70802.  Also, please attach an original, and two copies, of the clipping of the advertisement to your invoice.

 Billing rates should be in accordance with R.S. 43:205.  A copy of the rate schedule is attached for your information.

        Sincerely,

        \*

        PROPERTY MANAGEMENT AGENT

\*/\*

Attachments

cc: Property Management Officer

Regional Manager - **Please Place “FOR SALE” sign**