«Date\_of\_Preparation»

CERTIFIED MAIL #

RETURN RECEIPT REQUESTED

«Buyer1\_full\_name»

«Buyer2\_full\_name»

«buyer\_company\_name»

«buyer\_street»

«buyer\_city», «buyer\_state» «buyer\_zip»

Dear «buyer1\_buyer2»

This letter is to provide Notice of Approval of Sale for the former «Property\_Name», property, Item #. «TBU\_Item\_s» The Maryland Department of Transportation The Secretary’s Office (MDOT TSO), Office of Real Estate and Economic Development (ORED) is pleased to inform you that your offer has been accepted in accordance with the Offer for Purchase of Fee Simple Property dated, «date\_of\_sale \@ "dddd, MMMM d, yyyy"». In accordance with the Offer for Purchase of Fee Simple Property, you are required to settle with 90 days of this Notice of Sale, but under no circumstances later than «DatePrepPlus90». Any request for an extension beyond the date must be made in writing and in accordance with the terms of the Offer for Purchase of Fee Property. The ORED may require an additional deposit as a condition of granting any said extension.

The balance due at settlement is («amount\_due\_at\_closing»). The balance must be made by Certified or Cashier’s Check made payable to the Maryland Department of Transportation State Highway Administration (MDOT SHA) and must contain the MDOT SHA Item Number «TBU\_Item\_s» and the MC# «McId». Failure to provide the balance of the purchase price in the form outlined above may result in delay of settlement, or any and all deposits to date to be forfeited to the MDOT SHA or MDOT TSO and the property disposed of in whatever manner the MDOT SHA or MDOT TSO may determine, without any further obligation or liability to you.

«notice\_approval\_text\_select»

«Buyer1\_full\_name»

«Buyer2\_full\_name»

Please contact me at 410-865-1270, toll free at 866-242-9405 or via email at «Preparer\_Email» to schedule your settlement date. If you have any questions or concerns, please do not hesitate to contact me. We look forward to conveying this property to you at your earliest convenience.

Sincerely,

«Preparer\_Full\_Name»

«Preparer\_Job\_Title»

«Preparer\_Office\_Name»

|  |  |
| --- | --- |
| «ccLabel» | «cc1» |