«Date\_of\_Preparation»

«RcpTitle» «RcpContact»

«RcpJobTitle»

«RcpAddress1»

«RcpAddress2»

«RcpCityStateZip»

Dear «RcpTitle» «RcpLastName»:

The Maryland Department of Transportation «TBU\_Name» («TBU\_Acronym») proposes the «SaleLease» of MC# «tblMCMainMcId» identified as the former «Property\_Name» property, Item No(s). «TBU\_Item\_s» and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps.

In accordance with Maryland Department of Transportation Policy and Procedures, before proceeding with any other sales activity, we will allow you a period of «ExtPeriod» days to review the attached information, request additional information and to notify us of your interest, in writing, concerning the property as offered. This review period shall expire on «RespondBy» without further notice. Please be aware that in most cases an interest in the property would require the purchase of the property based on an appraised value or, in a few cases, a cost plus interest basis. Additionally, we are not interested in a conveyance or any exchange basis.

Should you have an interest in «Acquiringleasing» the subject property, please contact this office, in writing, on or before the expiration of the review period. Any other extension for your consideration of this property must be requested, in writing, within the review period and shall be subject to specific written approval from this office.

If you have no interest in the property, please notify the following individual at your earliest convenience. In either case, we request you provide all responses to:

«Preparer\_Title» «Preparer\_Full\_Name»

«Preparer\_Job\_Title»

«Preparer\_Office\_Name»

Maryland Department of Transportation The Secretary’s Office

«Preparer\_Address», «Preparer\_Mail\_Stop»

«Preparer\_City\_State\_Zip»

Phone: «Preparer\_Phone\_Number»

email: «Preparer\_Email»

If you have any questions or need additional information, please do not hesitate to contact me at «Preparer\_Phone\_Number», toll free at 866-242-9405 or via email at «Preparer\_Email».

Sincerely,

«Preparer\_Full\_Name»

«Preparer\_Job\_Title»

«Preparer\_Office\_Name»

**ATTACHMENTS**

«list\_of\_attachments»

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