

**Sample Notice of Intent Not to Acquire**

(Date)

Dear \_\_\_\_\_:

The City of \_\_\_\_\_ has determined not to acquire your property located at \_\_\_\_\_ (Address) \_\_\_\_\_. The reason(s) the city has decided against acquiring your property are \_\_\_\_\_ [insert reasons] \_\_\_\_\_. Any person moving from the premises from the date of this notice will not be eligible for relocation payments or benefits.

Sincerely,

\_\_\_\_\_  
Signature of Authorizing Official

cc: (Tenant)