

C-28: SAMPLE LETTER OF ACKNOWLEDGEMENT SERVICES AND PAYMENTS RENDERED

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LETTER OF ACKNOWLEDGEMENT
SERVICES AND PAYMENTS RENDERED

Department of Community Development
City of West Linn
100 Main Street
West Linn, Louisiana 70801

To: _____, Relocation Officer

This is to certify that the Relocation Assistance, Services and Payments rendered by the Department of community Development at the time of my displacement from _____ to _____ was done to my satisfaction.

I further certify that I have received reimbursement of my moving expense and/or Relocation payment by the Department of Community Development checked below.

MOVING EXPENSE

_____ Fixed Payment of \$_____.

_____ Reimbursement of paid receipt from a Mover or Direct Payment to
a Mover of \$_____.

ADDITIONAL RELOCATION PAYMENTS (Tenants and Certain Other)

_____ Down Payment Assistance of a lump sum of \$_____.

_____ Rental Assistance Payment of \$_____ in a lump sum.

REPLACEMENT HOUSING PAYMENT (Owner-Occupants)

_____ Replacement Housing Payment of \$_____ in a lump sum.

Date _____ Claimant

By: _____