

Date: DATE

To: Occupant Name
Street Address
City, State, Zip

Subject: Item No. 00-0000.00; County Name
Project Number; Federal Project Number
Project Name
Parcel No. 000
30-Day Notice

Dear Occupant Name:

The Kentucky Transportation Cabinet has acquired control of the subject property on **DATE** that you and or your personal property occupy. Per the 90-Day Notice issued on **DATE**, and in accordance with the Relocation Assistance Program, this letter is to provide you with a 30-day written notice. Therefore, it will be necessary for you to vacate the premises within thirty (30) days from the date of this letter, which will be **DATE**.

During your occupancy, the Kentucky Transportation Cabinet will assume no responsibility for the maintenance or upkeep of the premises. Further, the Kentucky Transportation Cabinet will assume no responsibility relating to the personal property to be moved or left on the site.

Should you have any questions or need further assistance, please contact me at the District Office at (000) 000-0000 or by email First.Last@KY.GOV.

Sincerely,

Agent Name
Relocation Agent
KYTC – District ## Office
Street Address
City, State, Zip