

**C-21: SAMPLE LETTER OF ACKNOWLEDGEMENT for 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: