

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Address]

[City, State, Zip Code]

Subject: Land Acquisition Request

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the acquisition of land located at [specific location or description of the land]. This land is vital for [briefly describe the purpose, such as development of housing, community facility, etc.].

The details of the land are as follows:

- Parcel Number: [insert number]
- Total Area: [insert area]
- Current Use: [insert current use]

We believe that this acquisition will not only benefit our project but also contribute positively to the community by [mention any anticipated benefits such as job creation, infrastructure development, etc.].

Enclosed with this letter are the necessary documents, including [list any enclosed documents such as maps, proposals, etc.].

I would appreciate the opportunity to discuss this request further at your earliest convenience. Thank you for considering this important matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization, if applicable]