Sent by: Certified Mail ☐ or Personally Served ☐

[Date]

[URA Case ID]

[Tenant’s Full Name]

[Tenant’s Mailing Address]

[CITY, STATE, ZIP]

**Re: Confirmation of URA Payments Made to Third-Parties**

Dear [Tenant Name],

The purpose of this notice is to inform you that the payments detailed below were made to [Name of Authorized Third-party], the listed authorized third-party specified in the Third-party Authorization Form signed by [Tenant's Name] on [Date of Signature]. These payments have been made as part of the relocation assistance awarded to your household under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (URA).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PAYMENT TYPE** | **REFERENCE #** | **PAYMENT CATEGORY** | **AUTHORIZED PAYEE** | **RELATIONSHIP TO TENANT** | **AMOUNT** |
| [CHECK] [ACH] |  |  |  |  |  |
| [CHECK] [ACH] |  |  |  |  |  |
| [CHECK] [ACH] |  |  |  |  |  |
| [CHECK] [ACH] |  |  |  |  |  |
| [CHECK] [ACH] |  |  |  |  |  |
| [CHECK] [ACH] |  |  |  |  |  |

This letter is important and should be retained in your records. If you have any questions, please contact your URA Case Manager [URA point of contact name] at [URA point of contact Phone] or by email at [URA point of contact Email].

Sincerely,

[URA point of contact name and title]

[Name of Agency/Entity/Person]