**[INSERT DATE]**

**[INSERT NAME],** Secretary

Office of Policy & Management

450 Capitol Avenue

Hartford, CT 06106

Dear Secretary **[INSERT NAME],**

In accordance with C.G.S. 4b‐21, I am declaring the State owned property known as **[ENTER PROPERTY NAME]** to be surplus to the needs of this agency. The physical address of this property is **[ENTER STREET ADDRESS AND TOWN]** and consists of **[ENTER APPROXIMATE ACREAGE, NUMBER OF BUILDINGS AND TOTAL SQUARE FOOTAGE OF BUILDINGS].**

As C.G.S. 4b‐21 requires not less than six (6) months’ notice prior to declaring property surplus, it is anticipated that this agency will vacate this property on or around **[ENTER DATE THAT AGENCY WILL NO LONGER REQUIRE USE OF THE PROPERTY].**

This property was formerly used as **[ENTER A BRIEF DESCRIPTION AS TO HOW YOUR AGENCY USED THIS PROPERTY].** This property is being declared to be surplus to the needs of this agency due to **[ENTER A BRIEF DESCRIPTION AS TO WHY YOUR AGENCY NO LONGER NEEDS THIS PROPERTY].**

I am also attaching to this letter any and all pertinent maps, deeds, appraisals, environmental studies, engineering studies, information, etc., which may be of use in the State’s efforts to reutilize or dispose of this property.

I am aware, that my agency will continue to be responsible for the day to day custody and control of this property during the disposition process unless and until that responsibility is transferred by OPM, in writing, to the Department of Administrative Services.

If you have any questions concerning this property, please contact **[ENTER NAME, PHONE NUMBER AND EMAIL ADDRESS OF CONTACT PERSON].**

Sincerely,

**[AGENCY HEAD NAME]**

**[AGENCY HEAD TITLE]**

cc: Patrick O’Brien – OPM, Assets Management