

Date: [Insert Date]

To: [Resident/Tenant Name]

Unit Number: [Current Unit Number]

Property Name: [Property Name]

Subject: Notice of Available Vacancies for Accommodation Transfer

Dear [Resident Name],

This letter is to formally notify you that new vacancies have become available within our housing facilities. As you have previously expressed interest in a transfer or are currently eligible for a relocation, we are providing you with the details of the available units.

Available Units:

- **Unit Type/Size:** [e.g., 2-Bedroom Apartment]
- **Location/Building:** [Insert Building/Floor]
- **Monthly Rent/Rate:** [Insert Amount]
- **Available Move-in Date:** [Insert Date]

If you wish to apply for a transfer to one of the units listed above, please submit a formal Transfer Request Form to the management office by [Insert Deadline Date]. Please note that transfers are subject to:

- Current account standing (no outstanding balances).
- Satisfactory inspection of your current unit.
- Approval based on the priority list and availability.

Transfer fees may apply as per your current occupancy agreement. Should you have any questions regarding the units or the transfer process, please contact the management office at [Insert Phone Number] or [Insert Email Address].

We look forward to assisting you with your housing needs.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Management Office/Company Name]