

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Compassionate Relocation Assistance Offer

Dear [Recipient Name],

I am writing to formally offer you relocation assistance as you prepare to move from [Current Property Address]. We understand that moving can be a stressful and challenging time, and we wish to support your transition through this Compassionate Relocation Program.

To assist with your moving expenses and the securing of your new housing, we are offering the following assistance package:

- **Financial Assistance:** A payment of \$[Amount] to be provided upon the successful turnover of the keys.
- **Security Deposit:** A full refund of your security deposit, provided the unit is left in "broom-clean" condition.
- **Flexible Move-out Date:** We have extended your move-out deadline to [Date] to allow you more time to finalize your arrangements.
- **Additional Resources:** [Optional: List any references or moving services offered].

To qualify for this assistance, we kindly ask that you meet the following conditions:

1. The property is vacated on or before [Date].
2. All personal belongings and trash are removed from the premises.
3. The keys are returned to [Contact Person/Location] by [Time] on the move-out date.

We hope this assistance provides you with peace of mind during this period of change. Please sign below and return a copy of this letter by [Deadline Date] if you wish to accept this offer.

If you have any questions or need further clarification, please contact [Name] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Role]

Tenant Acceptance:

I, [Recipient Name], accept the terms of the relocation assistance as outlined above.

Signature: _____ Date: _____