

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

[Tenant Name]
[Property Address]
[City, State, Zip Code]

RE: Voluntary Lease Termination and Relocation Offer

Dear [Tenant Name],

I am writing to reach out regarding your current tenancy at [Property Address]. As the property owner, I am evaluating my long-term plans for this building and am considering several changes that would require the unit to be vacant.

I understand that moving can be a stressful and expensive process. To assist with this transition, I am offering you a voluntary buyout agreement. If you agree to voluntarily vacate the premises and surrender your keys by [Date], I will provide you with the following:

- A lump-sum cash payment of \$[Amount].
- A full refund of your security deposit, provided the unit is left in "broom-clean" condition.
- A neutral or positive landlord reference for your next housing application.

Please note that this is a completely voluntary offer. Your current lease remains in effect, and your rights under the Section 8 program are not affected if you choose to decline this offer. However, this is a one-time financial incentive intended to help you secure your next home.

If you are interested in discussing this offer further or have any questions, please contact me directly at [Phone Number] or [Email] no later than [Deadline Date].

Thank you for your time and for being a tenant.

Sincerely,

[Landlord Signature]

[Printed Landlord Name]