

Date: [Current Date]

To: [Tenant Name]

Address: [Property Address]

City, State, Zip: [City, State, Zip]

Subject: Urgent Notice Regarding Eviction Relief and Sale Option

Dear [Tenant Name],

This letter is to formally notify you regarding the outstanding balance on your account and the pending eviction proceedings for the property located at [Property Address].

We understand that financial difficulties can arise. Before we proceed further with legal action, we would like to offer you two potential options to resolve this matter:

Option 1: Eviction Relief / Payment Plan

If you wish to remain in the property, we are willing to discuss a formal payment arrangement. This would require an immediate partial payment of [Amount] followed by a structured plan to pay off the remaining balance of [Total Arrears]. All future rent must be paid on time for this agreement to remain valid.

Option 2: Mutual Termination and Sale Option

If you are unable to fulfill the terms of the lease, we are offering a "Cash for Keys" or voluntary move-out agreement. If you vacate the premises and remove all personal belongings by [Date], we may agree to waive a portion of the past-due rent and cease legal proceedings. This allows you to avoid an eviction record, which can impact your future credit and housing options.

Please be advised that if we do not reach a written agreement by [Deadline Date], we will have no choice but to continue with the formal eviction process through the court system.

Please contact us immediately at [Phone Number] or [Email Address] to discuss which option you would like to pursue.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]