

Date: [Date]

To: [Tenant/Resident Name]

Address: [Property Address and Unit Number]

Subject: NOTICE OF EMERGENCY RELOCATION ASSISTANCE

Dear [Tenant Name],

This letter is to formally notify you that due to [Type of Damage, e.g., fire, flood, structural failure] occurring on [Date of Incident], your current residence has been deemed uninhabitable and unsafe for continued occupancy.

As a result, an emergency relocation is required immediately. To assist you during this transition, [Property Management/Landlord Name] is providing the following assistance:

- **Temporary Housing:** [Details of hotel or alternative unit provided]
- **Moving Assistance:** [Details of moving services or stipends offered]
- **Daily Stipend:** [Amount, if applicable, for meals/incidentals]
- **Rent Credit:** [Details on how rent will be handled during the displacement]

Please vacate the premises by [Time] on [Date]. You are advised to take only essential items and valuables. Access to the property to retrieve remaining belongings will be coordinated once the site is secured and cleared for entry.

We understand the stress this situation causes and are committed to resolving the property damages as quickly as possible. We will provide updates regarding the timeline for repairs and your eventual return to the unit.

If you have any questions or require immediate help with the relocation process, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]