

Date: [Insert Date]

To: [Occupant Name(s)]

Property Address: [Insert Full Property Address]

Subject: RELOCATION ASSISTANCE OFFER (CASH FOR KEYS)

Dear [Occupant Name],

As you are aware, the property located at [Insert Address] has recently completed the foreclosure process. [Insert Name of New Owner/Bank] is the new legal owner of the property.

While we have the legal right to proceed with an eviction process, we would prefer to assist you in a smooth transition to your next residence. We are offering a relocation assistance payment in the amount of \$[Insert Amount] to help with your moving expenses.

To qualify for this assistance, the following conditions must be met:

- The property must be vacated on or before [Insert Move-Out Date].
- The property must be left in "broom-clean" condition, with all personal belongings and trash removed.
- All keys, garage openers, and access codes must be surrendered to our representative.
- The interior and exterior of the property must be free of any intentional damage.

Upon a successful inspection of the property on the move-out date, a check will be issued to you immediately.

If you are interested in this offer, please contact us no later than [Insert Deadline Date] to finalize the agreement. If we do not hear from you by this time, we will proceed with the standard legal eviction process through the court system.

Please contact [Name of Representative] at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]