

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Property Address:** [Insert Full Address and Unit Number]

**RE: URGENT NOTICE OF TEMPORARY RELOCATION DUE TO MAJOR RENOVATIONS**

Dear [Tenant Name],

This letter serves as formal notice that you are required to temporarily vacate your rental unit located at [Address] beginning on [**Start Date of Relocation**]. This displacement is necessary to facilitate major structural renovations and safety upgrades that cannot be performed while the unit is occupied.

**Reason for Renovation:**

[Briefly describe works, e.g., electrical rewiring, plumbing overhaul, structural repairs].

**Duration of Displacement:**

The renovation is expected to last approximately [Number] days/weeks. Your anticipated return date to the unit is [**Return Date**]. We will provide updates should this timeline change.

**Relocation Arrangements:**

[Option A: The landlord will provide temporary housing at (Address/Hotel Name).]

[Option B: A relocation stipend of \$(Amount) will be provided for your own arrangements.]

[Option C: Rent will be waived/abated for the duration of the displacement.]

**Next Steps:**

Please ensure all personal belongings are [secured/moved to the center of the room/removed from the premises] by [Date/Time]. You are required to return your keys for the renovation period by [Date/Time].

We apologize for this inconvenience and appreciate your cooperation in ensuring the safety and improvement of the building. If you have any questions, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]