

**Date:** [Insert Date]

**From:**

[New Owner/Lender Name]

[Contact Address]

[Phone Number]

**To:**

[Occupant Name]

[Property Address]

**Subject: NOTICE OF OWNERSHIP CHANGE AND GRACE PERIOD FOR VACATION**

Dear Occupant,

Please be advised that the property located at [Property Address] was sold at a foreclosure sale on [Date of Sale]. The new legal owner of the property is [New Owner Name].

This letter serves as formal notification that your right to occupy the premises has ended following the foreclosure. However, we would like to provide you with a grace period to voluntarily vacate the property before formal eviction proceedings are initiated in court.

**Grace Period Terms:**

- You are requested to move out and remove all personal belongings by [Time] on [Date].
- The property must be left in "broom-clean" condition, with all trash removed.
- All keys and security codes must be returned to [Name/Location] by the deadline stated above.

If you fail to vacate the premises by the date specified, we will be forced to file a formal eviction lawsuit (Unlawful Detainer). This may result in additional legal costs, a judgment against you, and the involvement of the Sheriff's office to remove you and your belongings.

[Optional: We are open to discussing a "Cash for Keys" agreement if you are able to vacate sooner. Please contact us at [Phone Number] if you wish to discuss this option.]

Please acknowledge receipt of this letter and confirm your move-out date by contacting [Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]