

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Occupant Name]

[Property Address]

[City, State, Zip Code]

RE: Relocation Assistance Offer for [Property Address]

Dear [Occupant Name],

We are writing to inform you that the ownership of the property located at [Property Address] has recently changed following the foreclosure sale held on [Date].

We understand that moving on short notice can be a difficult and expensive process. To assist you with this transition, we would like to offer you a relocation assistance payment, often referred to as "Cash for Keys."

The Offer:

We are prepared to offer you the sum of \$[Amount] in exchange for your agreement to voluntarily vacate the premises and return the keys to us by [Date].

Conditions for Payment:

- The property must be left in "broom-clean" condition.
- All personal belongings and trash must be removed from the interior and exterior of the property.
- The property must be free of any damage beyond normal wear and tear.
- All keys, garage door openers, and security codes must be surrendered.
- The property must be completely vacated by all occupants on or before the agreed-upon date.

If you accept this offer, we will perform a final walkthrough of the property on the day you move out. Once the conditions above are met, we will issue the payment to you immediately via [Check/Certified Funds].

Please contact us no later than [Date] to confirm your interest in this offer or to discuss a specific timeline that works for you. We would prefer to reach a mutual agreement rather than proceeding with formal eviction legalities.

Sincerely,

[Signature]

[Printed Name]
[Title/Company]