

**Date:** [Date]

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

**Address:** [Property Address]

**Subject: NOTICE OF TRANSITIONAL OCCUPANCY GRACE PERIOD**

Dear [Occupant Name],

This letter serves as formal notification regarding your occupancy of the property located at [Property Address].

As of [Date], the initial term of your occupancy has concluded. However, in accordance with [Local Law/Agreement Section], you are hereby granted a transitional grace period to remain in the premises for a limited duration.

**Grace Period Details:**

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Final Move-Out Deadline:** [Time] on [Date]

During this grace period, all terms and conditions of your original [Lease/Occupancy Agreement] remain in full force and effect. This includes your responsibility for [Rent/Utilities/Maintenance].

Please be advised that this grace period is non-renewable. You are expected to have all personal belongings removed and the keys returned to [Name/Location] no later than the move-out deadline stated above. Failure to vacate by this date may result in legal action or holdover fees as permitted by law.

If you have any questions regarding the move-out process or wish to schedule a final inspection, please contact [Name] at [Phone Number/Email].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]