

[Your Name/Company Name]
[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],

I am writing to you regarding the property located at [Property Address], which has recently completed the foreclosure process. According to our records, you are currently residing at this location.

We understand that moving on short notice can be a difficult and stressful experience. To assist with your transition and to ensure the property is vacated in a timely and orderly manner, we would like to offer you a Relocation Assistance payment (commonly known as "Cash for Keys").

The Offer:

We are prepared to offer you the sum of \$[Amount] if you agree to the following conditions:

- The property is vacated on or before [Date].
- The property is left in "broom clean" condition, with all personal belongings and trash removed.
- The interior and exterior of the property are left undamaged.
- All keys, garage door openers, and security codes are surrendered to our representative at the time of inspection.

Next Steps:

If you are interested in this offer, please contact me no later than [Deadline Date] to discuss the details and sign a formal agreement. If we do not hear from you by this date, we may be forced to proceed with the formal eviction process through the local court system.

We would prefer to work with you directly to make this transition as smooth as possible for all parties involved. Please feel free to reach out with any questions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]