

[Date]

[Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**RE: Relocation Assistance Incentive for Short Sale of [Property Address]**

Dear [Borrower Name],

We are writing to inform you that your mortgage servicer has approved a relocation incentive in connection with the short sale of the property located at [Property Address].

Upon the successful closing of the short sale and the transfer of the title to the approved purchaser, you may be eligible to receive a relocation assistance payment in the amount of \$[Amount].

To qualify for this incentive, the following conditions must be met:

- The short sale must close on or before [Expiration Date].
- The property must be vacated and left in "broom-clean" condition.
- All personal belongings and debris must be removed from the premises.
- The keys must be turned over to the designated party at the time of closing.

The relocation funds will be disbursed from the sale proceeds at the time of closing and will be reflected on the final Settlement Statement (HUD-1). Please note that this payment may have tax implications; we recommend consulting with a tax professional.

If you have any questions regarding this incentive or the short sale process, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]  
[Title]