

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Relocation - [Project Name] Urban Renewal

Dear [Recipient Name],

This letter serves as official notification regarding the [Project Name] Urban Renewal Project. As part of this city-approved redevelopment plan, the property you currently occupy at [Property Address] has been scheduled for acquisition and redevelopment.

As a result, it will be necessary for you to relocate from this premises by [Move-out Deadline Date].

We understand that relocation is a significant transition. To assist you during this process, the [Agency Name] provides the following support services:

- Relocation advisory assistance to help find a replacement dwelling or business location.
- Financial compensation for moving expenses.
- Potential replacement housing payments (subject to eligibility).

A Relocation Specialist, [Specialist Name], has been assigned to your case. They will contact you shortly to schedule a meeting to discuss your specific needs, explain your rights under the [Local/Federal] Relocation Assistance Act, and determine your eligibility for benefits.

Please do not move or sign a lease for a new location until you have met with your Relocation Specialist, as moving prematurely may affect your eligibility for financial assistance.

If you have immediate questions, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for your cooperation in this effort to improve our community.

Sincerely,

[Your Name/Signature]
[Title]
[Agency/Department Name]