

[Date]

[Occupant Name(s)]

[Property Address]

[City, State, Zip Code]

RE: Offer for Voluntary Move-Out - [Property Address]

Dear Occupant(s),

We are writing to you on behalf of [Bank Name/Lender], the current owner of the property located at [Property Address]. We understand that this may be a transition period for you, and we would like to offer a voluntary move-out agreement, often referred to as "Cash for Keys."

To assist with your relocation and to ensure the property is left in "broom-clean" condition, the owner is offering a payment of \$[Amount] if you agree to vacate the premises by [Move-Out Date].

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

- The property must be completely vacated by all occupants and pets on or before the agreed date.
- All personal belongings and trash must be removed from the interior and exterior of the property.
- The property must be left in clean condition with no new damage to the structure, fixtures, or appliances.
- All keys, remotes, and access codes must be turned over to the designated representative.

Upon a successful final inspection of the property on [Move-Out Date], the payment of \$[Amount] will be issued to you via [Check/Certified Funds].

If you are interested in this offer, please contact [Representative Name] at [Phone Number] or [Email Address] by [Response Deadline Date] to finalize the agreement.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]