

**Date:** [Insert Date]

**Property Address:** [Insert Property Address]

**Loan Number:** [Insert Loan Number]

Dear [Occupant Name],

We are writing to you on behalf of [Lender Name] regarding the property located at the address listed above. We understand that this is a difficult time, and we would like to offer a voluntary program to assist you in transitioning to a new residence.

The Lender is offering a **Cash for Keys** incentive. Under this agreement, the Lender will provide you with a relocation payment of **[\$[Insert Amount]** in exchange for you vacating the property and turning over the keys by **[Insert Move-Out Date]**.

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

- The property must be left in "broom clean" condition.
- All personal belongings and trash must be removed from the interior and exterior of the property.
- All appliances and fixtures that belong to the property must remain in place and undamaged.
- The property must be delivered vacant, with no remaining occupants or pets.
- All keys, garage door openers, and security codes must be surrendered to the authorized representative.

Once the property has been inspected and confirmed to be in the agreed-upon condition, the payment will be issued to you via [Check/Certified Funds].

If you are interested in this proposal, please contact us no later than [Insert Expiration Date] at [Insert Phone Number] or [Insert Email Address] to finalize the agreement.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]