

[Date]

[Occupant Name]

[Property Address]

[City, State, Zip Code]

Re: Relocation Assistance Offer for [Property Address]

Dear Occupant,

The property located at the address above is now owned by [Lender/Institution Name]. We are writing to inform you that the Real Estate Owned (REO) Department is offering a Relocation Assistance Program, often referred to as "Cash for Keys."

This program is designed to assist you with your moving expenses in exchange for surrendering the property in a timely manner and in "broom-clean" condition. If you agree to the terms below, you may be eligible to receive a payment of \$[Amount].

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

- The property must be vacated on or before [Date].
- The property must be left in clean condition, free of all personal belongings and trash.
- All appliances and fixtures remaining at the time of foreclosure must stay on the premises.
- The property must be delivered undamaged and secured, with all keys and remotes surrendered to our representative.

An inspection will be conducted on the move-out date to verify the condition of the property. Once compliance is confirmed, the payment will be issued to you.

Please contact our REO Representative, [Representative Name], at [Phone Number] or [Email Address] by [Deadline Date] to discuss this offer or to schedule your move-out inspection.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]

[Phone Number]