

[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 has recently undergone a foreclosure sale and is now owned by [New Owner/Lender Name].

We understand that moving can be a difficult and costly process. To assist with your transition, the owner is offering a voluntary relocation incentive, often referred to as "Cash for Keys."

**The Offer:**

The owner will pay you the sum of **[\$Amount]** if you agree to the following conditions:

- Vacate the premises on or before [Move-out Date].
- Remove all personal belongings and trash from the interior and exterior of the property.
- Leave the property in "broom clean" condition with no intentional damage to fixtures, appliances, or structures.
- Surrender all keys and garage door openers to the designated representative.

**Inspection and Payment:**

Once you have vacated the property, we will conduct a brief walkthrough to confirm the conditions above have been met. Upon successful inspection, the incentive check will be delivered to you immediately.

Please note that this is a voluntary offer intended to avoid the formal eviction process. If you are interested in this offer, please contact us no later than [Response Deadline Date].

Contact person: [Name]  
Phone: [Phone Number]  
Email: [Email Address]

Sincerely,

[Your Name/Signature]  
[Title/Company Name]