

Date: [Insert Date]

Property Address: [Insert Property Address]

Recipient(s): [Insert Name of Occupants]

Dear [Insert Name],

My name is [Insert Name] and I representing [Insert Company Name/New Owner], the new owner of the property located at [Insert Property Address] following the recent foreclosure sale.

We understand that moving on short notice can be difficult. To assist with your relocation and to ensure a smooth transition, we would like to offer you a "**Cash for Keys**" agreement. This is a voluntary program designed to save you the stress and legal implications of an eviction process.

Our Offer:

We are prepared to pay you **[\$[Insert Amount]** if you agree to vacate the premises and hand over the keys by **[Insert Deadline Date]**.

Requirements to receive payment:

- The property must be left in "broom clean" condition.
- All personal belongings and trash must be removed from the interior and exterior.
- The property must be free of any damage beyond normal wear and tear.
- All keys, remotes, and access codes must be surrendered to the owner.
- The property must be completely vacated by all occupants and pets.

If you accept this offer, we will perform a walkthrough on the move-out date. Once it is confirmed that the property is vacant and in the agreed-upon condition, you will receive the payment via [Insert Payment Method: Cashier's Check/Electronic Transfer].

Please note that if we do not reach an agreement by [Insert Response Deadline], we will be forced to proceed with the formal legal eviction process as required by law. We would much prefer to resolve this amicably and provide you with funds to help with your next move.

Please contact me at **[Insert Phone Number]** or **[Insert Email Address]** by [Insert Time/Date] to discuss this offer or to sign the agreement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]