

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender Name]
[Loss Mitigation Department]
[Lender Address]
[City, State, Zip Code]

RE: Request for Relocation Assistance (Cash for Keys)

Loan Number: [Your Loan Number]

Property Address: [Property Address]

To Whom It May Concern,

I am writing to formally request relocation assistance in connection with the pending short sale of the above-referenced property. As you are aware, I am currently experiencing a financial hardship that has necessitated the sale of my home for less than the total balance owed.

Because I lack the necessary liquid assets to cover moving expenses, a security deposit, and first month's rent for a new residence, I am requesting that the investor approve a relocation incentive (often referred to as "Cash for Keys") to be paid at the time of closing.

Granting this assistance will ensure that I can vacate the property in a timely manner and in "broom-clean" condition, facilitating a smooth transition for the new buyers and preventing the property from falling into foreclosure. This outcome is mutually beneficial as it minimizes losses for the bank and avoids the legal costs associated with an eviction or extended foreclosure process.

I am requesting a relocation allowance in the amount of \$[Insert Amount, e.g., 3,000], to be disbursed from the sale proceeds at the close of escrow.

Thank you for your time and for considering this request during this difficult transition. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]