

[Date]

[Borrower Name]

[Current Property Address]

[City, State, Zip Code]

Subject: Acknowledgment of Relocation Assistance Agreement

Dear [Borrower Name],

This letter serves as formal acknowledgment that you have been approved for relocation assistance in connection with the [Short Sale / Deed-in-Lieu of Foreclosure] of the property located at [Property Address].

By signing this letter, you acknowledge and agree to the following terms:

- **Assistance Amount:** You are eligible to receive a relocation incentive in the amount of \$[Amount].
- **Property Condition:** The property must be vacated and left in "broom-clean" condition, free of all personal belongings, debris, and trash.
- **Vacate Date:** You agree to surrender all keys and possession of the property no later than [Date].
- **Inspection:** Payment is contingent upon a final inspection by the servicer or an authorized agent to verify the condition and vacancy of the property.
- **Payment Method:** Funds will be disbursed [at the time of closing / within X days of vacancy] via [Check / Wire Transfer].

Please sign and return this acknowledgment by [Deadline Date] to ensure the timely processing of your assistance funds.

If you have any questions regarding these requirements, please contact [Contact Name/Department] at [Phone Number].

Sincerely,

[Authorized Signatory Name]

[Company Name]

Borrower Acceptance:

I/We, the borrower(s), hereby acknowledge and agree to the terms outlined above.

Borrower Signature / Date

Co-Borrower Signature / Date