

[Date]

[Borrower Name]  
[Co-Borrower Name]  
[Property Address]  
[City, State, Zip Code]

Re: Loan Number: [Insert Loan Number]

Dear [Borrower Name],

This letter is to formally offer you relocation assistance in connection with your Deed-in-Lieu of Foreclosure agreement for the property located at [Property Address].

To help with your transition to new housing, [Lender Name] is offering a relocation incentive in the amount of \$[Amount].

To receive this payment, you must meet the following requirements:

- The Deed-in-Lieu of Foreclosure documents must be signed and notarized by all parties by [Date].
- The property must be vacated and all personal belongings removed no later than [Move-out Date].
- The property must be left in "broom-clean" condition, free of trash and debris.
- The keys and any garage door openers must be returned to [Contact Name/Location] by [Time] on [Move-out Date].
- The property must be free of any new damage beyond normal wear and tear.

The relocation assistance payment will be issued within [Number] business days after a final inspection confirms the property has been vacated and the conditions above have been met.

Please sign and return a copy of this letter to indicate your acceptance of this offer. If you have any questions, please contact [Contact Name] at [Phone Number].

Sincerely,

[Your Name/Representative Name]  
[Company Name]

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**Acceptance:**

I/We accept the relocation assistance offer and agree to the terms outlined above.

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[Borrower Signature]

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[Date]