

Date: [Current Date]

[Tenant Name]
[Forwarding Address]
[City, State, Zip Code]

Subject: Issuance of Relocation Assistance Payment

Dear [Tenant Name],

This letter is to confirm that you have successfully vacated the property located at [Property Address] as of [Vacate Date].

Per our agreement and in compliance with local regulations, we are issuing your relocation assistance payment. Please find enclosed check number [Check Number] in the amount of \$[Amount].

This payment covers the agreed-upon relocation costs following the satisfactory turnover of the keys and the inspection of the vacated unit.

If you have any questions regarding this payment, please contact [Name/Department] at [Phone Number] or [Email Address].

We wish you the best in your new residence.

Sincerely,

[Your Name/Signature]
[Company Name]
[Phone Number]

Enclosure: Check #[Check Number]