

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address and Unit Number]

**Subject: Notice of Temporary Relocation for Mold Remediation**

Dear [Tenant Name],

This letter is to formally notify you that mold has been identified in your rental unit. To ensure your safety and to allow professional contractors to perform the necessary remediation work, you are required to temporarily relocate from the premises.

**Relocation Details:**

- **Start Date:** [Insert Date]
- **Estimated Completion Date:** [Insert Date]
- **Temporary Housing Arrangement:** [Insert details, e.g., Hotel Name or Alternative Unit]

During the remediation process, specialized equipment and chemicals may be used, making the unit uninhabitable. Please ensure that you remove all essential items, including clothing and medications, for the duration of the work.

**Financial Arrangements:**

[Insert details regarding rent credit, hotel payment, or insurance claims here].

We apologize for this inconvenience. Our priority is to restore your home to a safe and healthy condition as quickly as possible. We will provide you with updates throughout the process and notify you immediately once the unit has been cleared for re-entry.

If you have any questions, please contact [Management Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]  
[Company Name]