

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Address:** [Current Property Address]

**Subject: Offer of Alternative Accommodation**

Dear [Tenant Name],

Following your recent request regarding [mention reason, e.g., maintenance issues / relocation request], we are writing to formally offer you alternative accommodation.

The details of the proposed property are as follows:

- **Address:** [Insert New Property Address]
- **Property Type:** [e.g., 2 Bedroom Apartment / House]
- **Monthly Rent:** \$[Insert Amount]
- **Available From:** [Insert Date]

**Terms of the Offer:**

[Insert specific terms, e.g., The security deposit will be transferred from your current lease / A new tenancy agreement will need to be signed.]

Please review this offer and inspect the property if you have not already done so. If you wish to accept this alternative accommodation, please notify us in writing by [Insert Deadline Date].

If you choose not to accept this offer, your current tenancy at [Current Address] will [Insert consequence, e.g., continue under existing terms / be subject to further discussion regarding repairs].

We look forward to hearing from you.

Sincerely,

[Your Name/Company Name]

[Your Contact Information]