

Short-term Relocation Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that due to [reason for relocation, e.g., maintenance, renovations, etc.], we will need to temporarily relocate you from your current unit at [current address]. Your relocation is scheduled to begin on [start date] and is expected to last until [end date].

You will be moved to [temporary address/unit], which will be fully furnished and equipped during your stay. All relocation expenses will be covered by [Landlord/Management Company].

Please let us know your availability for the relocation process, and feel free to reach out if you have any questions or concerns.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]