

Temporary Relocation Guidance for Renters

Date: [Insert Date]

Dear [Tenant's Name],

We are writing to inform you about the temporary relocation process due to [reason for relocation, e.g., building repairs, renovations, etc.]. Your cooperation is essential during this period.

Relocation Details

- **Relocation Date:** [Insert Start Date] to [Insert End Date]
- **Temporary Accommodation:** [Provide details of the temporary accommodation]
- **Compensation:** [Outline any compensation or support during the relocation]

Responsibilities of the Tenant

During the temporary relocation, we ask that you:

- Remove personal belongings from your unit by [insert deadline].
- Communicate any special needs or concerns regarding the relocation.

Contact Information

If you have any questions or need assistance, please contact us at [insert contact details].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]