

# Tenant Temporary Relocation Notification

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a formal notification of your temporary relocation due to [reason for relocation, e.g., necessary repairs, renovations, etc.].

Your current residence at [Current Address] will require you to relocate temporarily starting from [Start Date] and expect to complete by [End Date]. During this period, we will provide you with alternative housing options at [Alternative Address or explain arrangements].

We appreciate your understanding and cooperation in this matter. If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]