

Temporary Relocation Notice

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my intent to temporarily relocate from my current residence at [Your Address] due to [reason for temporary relocation, e.g., renovations, personal reasons, etc.].

The dates for the temporary relocation will be from [Start Date] to [End Date]. During this period, I would appreciate your cooperation in [mention any specific requests or arrangements, e.g., securing belongings, forwarding mail, etc.].

If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]