

Notification of Need for Relocation Assistance

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an upcoming relocation that has become necessary due to [reason for relocation, e.g., property redevelopment, company relocation, etc.]. As a valued resident, we want to ensure that you receive the necessary support during this transitional period.

As part of our commitment to assist you, we are offering relocation assistance which includes [briefly outline the assistance provided, e.g., financial support, moving services, etc.]. It is our goal to make this process as smooth as possible for you.

Please feel free to reach out to us at [contact information] should you have any questions or require additional information regarding your relocation assistance options.

We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]