

# Tenant Relocation Confirmation

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Current Address]

Dear [Tenant's Name],

We are writing to confirm your scheduled relocation to your new residence at [New Address]. Your move is set for [Date of Move] at [Time of Move].

Please ensure that all your belongings are packed and ready for the moving team upon their arrival.

If you have any questions or need further assistance, please feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]