

Tenant Transition Assistance Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you about the upcoming changes regarding your tenancy at [Property Address]. Due to [reason for transition], we will be providing transition assistance to ensure a smooth relocation process.

As part of this assistance, you are eligible for the following support:

- Financial assistance for moving expenses
- Access to housing resources and referrals
- Support in finding alternative housing

We understand that this may be a challenging time, and we are here to help. Please do not hesitate to reach out to us at [Contact Information] should you have any questions or need further assistance.

Thank you for your understanding and cooperation during this transition.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]