# CDBG-DR 8-12Sample 90-day Notice to Vacate

Subrecipient Letterhead

Click or tap to enter a date.

Dear Click or tap here to enter text.:

As you know, the City is purchasing your home (apartment). The purchase will be completed on Click or tap here to enter text.. We have been in contact with you since Click or tap to enter a date. to help you locate and move into suitable replacement housing. We have referred you to Click or tap here to enter text. such units.

The house (apartment) you are now living in must be vacated in 90 days, by

Click or tap here to enter text. We will send you a second notice 30 days before you must vacate.

If you have any questions or need additional assistance in completing your move, please call Click or tap here to enter text. at Click or tap here to enter text.

Sincerely,

 Click or tap here to enter text.

# Sample 30-day Notice to Vacate

Subrecipient Letterhead

Click or tap to enter a date.

Dear Click or tap here to enter text.:

This letter is to inform you that you must vacate this house (apartment) within 30 days, on Click or tap here to enter text.

If you have any questions or need additional assistance in completing your move, please call Click or tap here to enter text. at Click or tap here to enter text.

Sincerely,

Click or tap here to enter text.