

1ST LETTER REQUESTING EXECUTION OF LEASE AGREEMENT

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

On _____, 20____ this office requested that you promptly sign and return the Department's required Lease Agreement, along with your payment of \$_____ covering the Department's property you are now occupying.

To date, we have not received the required Agreement and lease payment. In order to avoid court action to force your eviction from the Department's property, we urge you to promptly remit your payment of \$_____, along with the signed Agreement.

Failure to comply with this request may result in eviction proceedings being initiated. Further, any relocation assistance payment for which you may be eligible may be withheld to satisfy your delinquent lease account.

Should you have any further questions in this matter, please contact me.

Yours very truly,

(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent