

**2ND LETTER REQUESTING EXECUTION OF LEASE AGREEMENT
(Pre-eviction Letter)**

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

Reference is made to the Department's letter of _____, 20____, reminding you to sign the lease agreement with the Department and remit your first month's rent. As of this date, this office has not received the signed lease or payment.

If you have not already done so, we urge that you send or bring the signed lease and payment to this office within the next five (5) days. Failure to do so 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 questions in this matter, please contact me.

Yours very truly,

(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent