

Date: June 28th, 20XX

Mr. Thomas Tenant
222 Maple Street
Whitby, Ontario
B2B 2B2

Dear Mr. Tenant:

You are \$XXX behind in your rent payments, and we have already filed for a hearing with the Landlord Tenant Board. We understand this process well and will go through with the hearing process, followed with sheriff if necessary, and then to small claims court in order to be paid in full.

We are offering a \$XXX incentive to end the tenancy on August 20th, 20XX when tenants (Name of Tenant and Name of Tenant) both vacate Address of Rental Unit (Description of Rental Unit) on or before August 20th at 5pm. This offer will become null and invalid should the tenants vacate the apartment any time after 5pm August 31st.

The following conditions should be met:

1/ Signed N11 notice that is attached.

2/ Tenant will leave the unit in clean condition (in particular, leave no personal belongings and garbage behind) and hand in the keys.

This is a one-time offer to help you to locate to another residence by

Should you have any questions please feel free to contact me at (877)xxx-xxxx

Thanks,

Name of Landlord