

[Date]

[Subtenant Name]

[Subtenant Address]

[City, State, Zip Code]

RE: Approval of Sublease and Welcome - [Property Address/Suite Number]

Dear [Subtenant Contact Person Name],

We are pleased to inform you that [Landlord/Prime Tenant Name] has formally approved your application to sublease the commercial space located at [Property Address].

This letter serves as your official welcome. Your sublease term is scheduled to begin on [Start Date] and expire on [End Date]. Please find the fully executed Sublease Agreement attached for your records.

To ensure a smooth transition, please note the following details:

- **Security Deposit:** Your deposit of \$[Amount] has been received and processed.
- **Key Pickup:** Keys and access badges may be collected on [Date] at [Location/Time].
- **Building Rules:** Please review the attached Building Rules and Regulations, which must be adhered to at all times.
- **Insurance:** Please ensure a copy of your Certificate of Insurance (COI) naming [Landlord Name] as additionally insured is submitted prior to move-in.

Should you have any questions regarding the facility or property operations, please contact [Property Manager Name] at [Phone Number] or [Email Address].

We look forward to having you as a subtenant and wish you great success in your new location.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]