

[Date]

[Subtenant Name]

[Current Address]

[City, State, Zip Code]

Subject: Conditional Approval of Sublease Application

Dear [Subtenant Name],

We are pleased to inform you that your application to sublease the property located at **[Property Address]** has been conditionally approved, effective from **[Start Date]** to **[End Date]**.

This approval is subject to the following conditions being met prior to your move-in date:

- Receipt of the signed Sublease Agreement by all parties.
- Payment of the security deposit in the amount of \$[Amount].
- Payment of the first month's rent in the amount of \$[Amount].
- [Optional: Proof of Renter's Insurance].
- [Optional: Completion of a Move-in Inspection report].

Welcome to the Property!

Once the above conditions are satisfied, you will be granted access to the premises. Please coordinate with [Primary Tenant Name] regarding key exchange and move-in logistics. You are expected to adhere to all terms outlined in the original Master Lease between the Landlord and the Primary Tenant.

If you have any questions, please contact [Primary Tenant or Property Manager Name] at [Phone/Email].

Sincerely,

[Your Name / Landlord Name]

[Signature Line]