

[Date]

[Subtenant Name]

[Subtenant Current Address]

[City, State, Zip Code]

Subject: Approval of Sublease Application and Welcome

Dear [Subtenant Name],

I am pleased to inform you that your application to sublease the property located at **[Property Address]** has been formally approved.

The term of your sublease will begin on **[Start Date]** and expire on **[End Date]**. Please find the executed sublease agreement attached to this letter for your records. This approval is also contingent upon the consent provided by the primary Landlord/Property Manager.

To ensure a smooth transition, please note the following details regarding your move-in:

- **Rent Payment:** Monthly rent of \$[Amount] is due on the [Day] of each month via [Payment Method].
- **Security Deposit:** Your deposit of \$[Amount] has been received and will be held according to the terms of the agreement.
- **Key Exchange:** You may collect the keys on [Date] at [Time] from [Location/Person].
- **Utilities:** Please ensure that [List specific utilities, e.g., Electricity/Internet] are transferred or set up by your move-in date.

As a subtenant, you are required to abide by all terms and conditions set forth in the original Master Lease between the Landlord and myself. A copy of the Master Lease is attached for your reference.

We are happy to welcome you to the property. If you have any questions or require further assistance during your move, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]