

Date: [Date]

To: [Master Tenant Name(s)]

And: [Subtenant Name(s)]

Property Address: [Full Property Address]

Subject: Approval of Sublease Agreement and Welcome

Dear [Master Tenant Name] and [Subtenant Name],

This letter serves as formal written approval for the sublease agreement between [Master Tenant Name] (Master Tenant) and [Subtenant Name] (Subtenant) for the premises located at the address listed above.

The Landlord/Property Management has reviewed the application and background information provided. We are pleased to welcome [Subtenant Name] to the property effective [Sublease Start Date].

Please note the following terms of approval:

- **Original Lease Terms:** The Master Tenant remains fully responsible for the fulfillment of all terms and conditions set forth in the original Lease Agreement dated [Original Lease Date], including the timely payment of total rent.
- **Sublease Duration:** This approval is valid for the period starting [Start Date] and ending [End Date]. Any extension must be requested in writing and approved by the Landlord.
- **Rules and Regulations:** The Subtenant agrees to abide by all building rules, policies, and local ordinances. Any violation by the Subtenant will be considered a breach of the Master Lease.
- **Communication:** The Master Tenant remains the primary point of contact for rent payments and official maintenance requests, unless otherwise agreed upon in writing.

We hope this arrangement is successful for both parties. If there are any questions regarding building access, utilities, or emergency procedures, please contact [Landlord/Manager Name] at [Phone Number/Email].

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Contact Information]

Acknowledgment:

We, the undersigned, acknowledge and agree to the terms stated above.

Master Tenant Signature

Subtenant Signature