

Date: [Date]

[Subtenant Name]

[Current Address]

[City, State, Zip Code]

Subject: Approval of Sublease and Welcome to [Property Name/Address]

Dear [Subtenant Name],

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

Welcome to your new home! To ensure a smooth transition, please review the following move-in details:

- **Move-In Date:** [Date]
- **Key Pickup:** Keys can be collected from [Name/Location] at [Time].
- **Rent Payment:** Your monthly rent of \$[Amount] is due on the [Day] of each month. Payments should be made via [Payment Method].
- **Security Deposit:** We confirm receipt of your security deposit in the amount of \$[Amount].
- **Utilities:** Please ensure that [Electricity/Water/Internet] accounts are transferred or set up by your move-in date.

Please remember that as a subtenant, you are required to abide by all terms and conditions set forth in the original Master Lease agreement, as well as the Sublease Agreement you signed on [Date].

If you have any questions regarding the property or maintenance requests, please contact [Primary Tenant Name] at [Phone Number] or the Property Manager at [Phone Number].

We hope you enjoy your stay at [Property Address].

Sincerely,

[Your Name/Landlord Name]

[Signature]

[Phone Number]