

[Date]

[Subtenant Name]

[Current Address]

[City, State, Zip Code]

Subject: Notice of Approval and Welcome Letter

Dear [Subtenant Name],

We are pleased to inform you that your application to sub-lease the property located at **[Property Address]** has been approved.

Your sub-tenancy is scheduled to begin on **[Start Date]** and will conclude on **[End Date]**. Please find the details regarding your move-in below:

- **Monthly Rent:** \$[Amount]
- **Security Deposit:** \$[Amount]
- **Key Pickup:** [Instructions for picking up keys]

As a subtenant, you are required to comply with all terms and conditions outlined in the original Master Lease agreement, as well as the Sublease Agreement signed on [Date].

We are happy to have you as a resident. If you have any questions regarding the property or your move-in process, please contact [Primary Tenant Name] at [Phone Number] or [Email Address].

Welcome to your new home!

Sincerely,

[Primary Tenant Signature]

[Primary Tenant Printed Name]

[Landlord/Property Manager Signature of Consent]

[Landlord/Property Manager Printed Name]