

[Date]

[Subtenant Name]

[Current Address]

[City, State, Zip Code]

Subject: Official Approval of Sublease and Welcome

Dear [Subtenant Name],

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

Enclosed with this letter, you will find a copy of the executed Sublease Agreement. Please ensure you have read and understood all terms, as you are required to comply with both the Sublease Agreement and the Master Lease held between the Landlord and the Primary Tenant.

Move-in Details:

- **Move-in Date:** [Date]
- **Key Pickup:** [Instructions on where/how to get keys]
- **Security Deposit Received:** \$[Amount]
- **First Month's Rent Due:** \$[Amount] on [Date]

Welcome to your new home. We hope you enjoy your stay. If you have any immediate questions regarding the property or the move-in process, please contact [Primary Tenant Name or Property Manager] at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name of Primary Tenant/Landlord]

[Contact Information]