

[Date]

[Subtenant Name]
[Property Address]
[Unit Number]

Dear [Subtenant Name],

We are pleased to inform you that your application to subtenant the property located at [Property Address] has been approved by [Property Management Company Name].

Your subtenancy is scheduled to begin on [Start Date] and is set to expire on [End Date]. Please be advised that your occupancy is subject to the terms and conditions outlined in the Master Lease Agreement signed by the primary tenant, [Primary Tenant Name], as well as the Sublease Agreement.

Key Information:

- **Rent Payments:** Rent should be paid directly to [Primary Tenant Name / Management Company] by the [Day] of each month.
- **Rules and Regulations:** You are required to follow all building policies, including noise ordinances, trash disposal, and parking regulations.
- **Maintenance:** For emergency repairs, please contact [Contact Name] at [Phone Number]. For non-emergencies, please notify the primary tenant.

Enclosed you will find a copy of the building rules and a move-in inspection checklist. Please complete the checklist and return it to our office within [Number] days of moving in.

Welcome to the community. If you have any questions regarding building policies, please feel free to reach out to our office.

Sincerely,

[Your Name]
[Your Title]
[Property Management Company Name]
[Phone Number]
[Email Address]