

[Date]

[Subtenant Name]

[Subtenant Current Address]

[City, State, Zip Code]

Subject: Approval of Sublease Application and Welcome

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 as of [Start Date].

Your sublease agreement is valid from [Start Date] to [End Date]. Please note that as a subtenant, you are required to follow all terms and conditions outlined in the original Master Lease between the Landlord and the Primary Tenant, as well as the Sublease Agreement you have signed.

Move-In Details:

- **Move-In Date:** [Date]
- **Key Pickup:** [Instructions for getting keys]
- **Security Deposit Received:** \$[Amount]
- **First Month's Rent Due:** \$[Amount] on [Date]

Utility Information:

[Instructions on which utilities to transfer or how they will be billed].

Contact Information:

For maintenance requests or emergency issues, please contact [Primary Tenant Name or Property Manager] at [Phone Number/Email].

Welcome to your new home. We hope you enjoy your stay.

Sincerely,

[Primary Tenant Signature]

[Primary Tenant Printed Name]

Approved by Landlord:

[Landlord/Property Manager Signature]

[Date]