

[Date]

[Subtenant Name]

[Current Address]

[City, State, Zip Code]

Subject: Approval of Sublease Agreement - [Property Address]

Dear [Subtenant Name],

We are pleased to inform you that your application to sublease the property located at [Property Address] has been formally approved.

This approval is granted for the period starting on [Start Date] and ending on [End Date]. Please be advised that your tenancy is subject to the terms and conditions outlined in the original Master Lease between the Landlord and the Primary Tenant, as well as the signed Sublease Agreement.

Move-In Details:

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

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

Sincerely,

[Landlord or Primary Tenant Name]

[Signature]

[Date]

Acknowledgment of Receipt

I, [Subtenant Name], acknowledge receipt of this approval and agree to abide by all rules and regulations of the property.

Signature: _____ Date: _____