

[Date]

[Subtenant Name]

[Current Address]

[City, State, Zip Code]

Subject: Approval of Sublease Application

Dear [Subtenant Name],

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

We are excited to have you as a subtenant. Your sublease term will begin on [Start Date] and is scheduled to end on [End Date]. The monthly rent is \$[Amount], due on the [Day] of each month.

Enclosed with this letter, you will find the Sublease Agreement. Please review the document, sign it, and return a copy to me by [Due Date]. Additionally, please provide the following before moving in:

- Security Deposit of \$[Amount]
- First month's rent of \$[Amount]
- [Other Requirement, e.g., Proof of Renter's Insurance]

Regarding your move-in, we can meet on [Move-in Date] at [Time] to hand over the keys and conduct a brief walkthrough of the premises.

If you have any questions before your arrival, please feel free to contact me at [Phone Number] or [Email Address].

Welcome to your new home!

Sincerely,

[Your Name]

[Your Phone Number]