

Date: [Date]

To: [Subtenant Name]

[Current Address]

[City, State, Zip Code]

Subject: Notice of Subtenant Screening Approval and Welcome

Dear [Subtenant Name],

We are pleased to inform you that your application to sublet the property located at **[Property Address]** has been approved. Your background and credit screening met our requirements, and the primary landlord has granted consent for this arrangement.

Your subtenancy will begin on **[Start Date]** and is scheduled to end on **[End Date]**. Please find the details regarding your move-in below:

- **Monthly Rent:** \$[Amount] due on the [Day] of each month.
- **Security Deposit:** \$[Amount] (due by [Date]).
- **Key Pickup:** [Instructions for getting keys].

Enclosed/Attached is the Sublease Agreement. Please review, sign, and return a copy by [Date]. You are also required to abide by all terms of the original Master Lease between the landlord and the primary tenant.

We are excited to have you as a resident. If you have any questions regarding the move-in process or utility transfers, please contact [Contact Name] at [Phone Number/Email].

Welcome to your new home!

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]