

[Current Date]

[Lessor Name/Property Management Company]

[Street Address]

[City, State, Zip Code]

RE: Corporate Lease Agreement for [Property Address/Unit Number]

Dear [Contact Name or Property Manager],

Please find enclosed the signed Corporate Housing Lease Agreement and supporting documentation for the property located at [Property Address].

As discussed, [Company Name] is entering into this agreement to provide professional housing for our employee, [Occupant Name], for the term beginning [Start Date] and ending [End Date].

Enclosed in this package, you will find:

- The fully executed Lease Agreement.
- Security deposit in the amount of \$[Amount].
- First month's rent in the amount of \$[Amount].
- Proof of Corporate Liability Insurance.
- Copy of [Company Name]'s business license/Tax ID.

Please confirm receipt of these documents and notify us once the keys are ready for pickup. Our primary point of contact for administrative or billing inquiries is [Point of Contact Name] at [Phone Number] or [Email Address].

We look forward to a successful partnership.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]