

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Tenant's Name]
[Tenant's Current Address]

Subject: Lease Agreement for Furnished Apartment - [Property Address]

Dear [Tenant's Name],

I am pleased to provide you with the Lease Agreement for the furnished apartment located at [Property Address].

Attached to this letter, you will find the following documents:

- The Residential Lease Agreement
- A detailed Inventory and Condition Report of all furniture and appliances
- Building Rules and Regulations (if applicable)

Please review these documents carefully. The inventory report lists all items included in the rental. I recommend that we perform a joint walkthrough on your move-in date to confirm the condition of these items.

To finalize the lease, please sign the agreement and the inventory list and return them by [Date]. You will also need to provide the security deposit of \$[Amount] and the first month's rent of \$[Amount] before the keys can be handed over.

If you have any questions regarding the terms of the lease or the included furnishings, please feel free to contact me directly.

I look forward to welcoming you to your new home.

Sincerely,

[Your Signature]

[Your Printed Name]