

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant's Name]

[Tenant's Current Address]

[City, State, Zip Code]

**RE: Lease Agreement for [Property Address]**

Dear [Tenant's Name],

Enclosed is the Lease Agreement for the single-family home located at [Property Address]. We are pleased to have you as a tenant and look forward to your residency.

Please review the document carefully. To finalize the rental process, please complete the following steps:

- Initial each page where indicated.
- Sign and date the signature page.
- Provide the security deposit of \$[Amount].
- Provide the first month's rent of \$[Amount].
- Submit proof of Renter's Insurance (if applicable).

Please return the signed document and the required payments by [Due Date]. Once all documents are signed by both parties, a fully executed copy will be provided for your records.

If you have any questions regarding the terms of this lease, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]