

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Tenant Current Address]

[City, State, Zip Code]

Re: Lease Agreement for [Rental Property Address]

Dear [Tenant Name],

Congratulations on your approved rental application for the property located at [Rental Property Address]. We are pleased to welcome you as a new tenant.

Attached to this letter is your Residential Lease Agreement. Please review the document carefully to ensure you understand all terms and conditions, including policies regarding rent payments, maintenance, and utilities.

To finalize the move-in process, please complete the following steps by [Deadline Date]:

- Sign and date the Lease Agreement where indicated.
- Provide a copy of your Renter's Insurance policy (if required).
- Submit the Security Deposit of \$[Amount].
- Submit the first month's rent of \$[Amount].

Once all documents are signed and the initial payments have been cleared, we will arrange for the handover of the keys on [Move-in Date].

If you have any questions regarding the lease or the move-in process, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Landlord/Property Manager]