

Date: [Insert Date]

[Resident Name]  
[Property Address]  
[Unit Number]

Subject: Appliance Upgrade Addendum for Signature

Dear [Resident Name],

We are pleased to inform you that your request for an appliance upgrade has been approved. As discussed, the following new appliance(s) will be installed in your unit:

- [Insert Appliance Type, e.g., Stainless Steel Refrigerator]
- [Insert Appliance Type, e.g., Dishwasher]

Enclosed with this letter is the Appliance Upgrade Addendum to your Lease Agreement. This document outlines the terms of the upgrade, including any adjustments to your monthly rent and your responsibilities regarding the care of the new equipment.

Please review, sign, and return the addendum by [Insert Date]. Once the signed document is received, our maintenance team will contact you to schedule the installation.

If you have any questions, please contact the management office at [Insert Phone Number].

Sincerely,

[Your Name/Property Manager]  
[Property Management Company]