

**Date:** [Date]

**To (Current Tenant):** [Current Tenant Name]

**Address:** [Property Address]

**Subject: Conditional Approval of Lease Assignment**

Dear [Current Tenant Name],

We have received your formal request to assign your lease agreement for the property located at [Property Address] to [Proposed Assignee Name].

After reviewing the application and supporting documentation, we hereby grant **conditional approval** for this assignment. This approval is subject to the satisfaction of the following requirements:

- **Credit and Background Check:** Successful completion and verification of the proposed assignee's financial standing and references.
- **Assignment Agreement:** Execution of a formal "Assignment of Lease" document signed by the Landlord, the Current Tenant, and the New Assignee.
- **Security Deposit:** The new assignee must provide a security deposit in the amount of \$[Amount] or provide written confirmation regarding the transfer of the existing deposit.
- **Administrative Fee:** Payment of a processing fee of \$[Amount] as outlined in your original lease agreement.
- **Outstanding Balance:** All current rent and utilities must be paid in full up to the effective date of the assignment.

Please note that until a final Assignment Agreement is signed by all parties and the conditions above are met, you remain fully responsible for the terms of the lease, including rent payments and property maintenance.

Please contact our office by [Date] to coordinate the final paperwork.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]