

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

RE: Approval of Lease Agreement Addendum for Property Alterations

Dear [Tenant Name],

This letter serves as formal approval of your request to perform specific alterations to the property located at [Property Address].

We have reviewed your proposal dated [Date of Request] regarding [Brief Description of Alterations, e.g., painting, shelving installation, or flooring updates]. We find the proposed changes acceptable subject to the terms outlined in the attached Lease Agreement Addendum.

Please review the enclosed Addendum, which specifies:

- The scope of the approved work.
- Requirements for professional installation (if applicable).
- Responsibility for costs and future maintenance.
- Provisions regarding the restoration of the property at the end of the lease term.

To proceed, please sign and return one copy of the Addendum to our office. No work should commence until the signed document is received and acknowledged by the landlord.

If you have any questions, please contact [Contact Person/Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Printed Name]
[Landlord/Property Management Company Name]

Enclosure: Lease Agreement Addendum