

[Date]

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

Dear [Tenant Name],

Regarding your request dated [Date of Request] for the following minor property alterations:  
[Description of Alterations, e.g., painting a room, installing a shelf].

We are pleased to inform you that your request is **conditionally approved**, provided that the following terms are met:

- **Quality of Work:** All work must be performed in a professional manner and must not cause damage to the property or structural integrity.
- **Costs:** All costs associated with the alteration, including materials and labor, are your sole responsibility.
- **Reversion:** Upon moving out, you are required to return the property to its original condition at your own expense, unless otherwise agreed upon in writing.
- **Permits:** You are responsible for obtaining any necessary local building permits or HOA approvals if applicable.
- **Inspection:** The landlord reserves the right to inspect the completed work within [Number] days of completion.

By proceeding with these alterations, you agree to the conditions listed above. If these conditions are not met, it may result in a deduction from your security deposit to cover restoration costs.

Please sign and return a copy of this letter to indicate your agreement.

Sincerely,

[Landlord/Manager Name]  
[Company Name]  
[Phone Number]

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**Tenant Agreement:**

I accept the conditions stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_