

[Sender Name]
[Sender Title/Company]
[Street Address]
[City, State, Zip Code]

[Date]

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

Subject: Approval and Execution of Lease Agreement - [Property Address/Unit Number]

Dear [Recipient Name],

We are pleased to inform you that your application for the lease of the property located at [Property Address] has been formally approved.

Enclosed/Attached with this letter is the final Lease Agreement. Please review the document carefully to ensure all terms, including the monthly rent of \$[Amount], the security deposit of \$[Amount], and the lease term from [Start Date] to [End Date], are correct.

To execute this agreement, please complete the following steps by [Deadline Date]:

- Sign and date the Lease Agreement where indicated.
- Provide payment for the first month's rent and the security deposit.
- Submit proof of renter's insurance (if applicable).
- Return the signed copy to our office via [Method: Email/Mail/Portal].

Once we have received the signed document and the required funds, we will provide you with a fully executed copy and arrange for the handover of the keys on [Move-in Date].

If you have any questions regarding the terms of the lease, please contact [Contact Person Name] at [Phone Number] or [Email Address].

We look forward to having you as a tenant.

Sincerely,

[Signature]
[Printed Name]
[Company Name]