

Date: [Insert Date]

To: [Insert Assignee Name]
[Insert Assignee Address]
[Insert City, State, Zip Code]

Re: Welcome and Notice of Lease Assumption

Property Address: [Insert Property Address]

Dear [Insert Assignee Name],

We are pleased to welcome you as a new resident at [Insert Property Name/Address]. This letter serves as formal notification that your application for lease assignment has been approved.

Effective as of [Insert Effective Date], you have officially assumed all rights, responsibilities, and obligations of the existing lease agreement originally held by [Insert Original Tenant Name].

Key Information:

- **Lease Term:** Your lease remains in effect until [Insert Lease End Date].
- **Monthly Rent:** The current rent amount is \$[Insert Amount], due on the [Insert Day] of each month.
- **Security Deposit:** We acknowledge the transfer of the security deposit in the amount of \$[Insert Amount] currently held on file.
- **Payment Portal:** You may register for our online payment system at [Insert Website URL].

By occupying the premises, you agree to abide by all terms, conditions, and community rules outlined in the original Lease Agreement. A copy of the fully executed Lease Assumption Agreement is attached for your records.

If you have any questions regarding your tenancy, maintenance requests, or rent payments, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Welcome to your new home!

Sincerely,

[Insert Name/Signature]
[Insert Title]
[Insert Property Management Company Name]