

[Date]

[Current Tenant Name]

[Current Tenant Address]

RE: Conditional Approval of Lease Assignment - [Property Address]

Dear [Current Tenant Name],

We have reviewed your request to assign your lease agreement dated [Lease Date] to [Proposed New Tenant Name] (the "Assignee").

We are prepared to grant conditional approval for this assignment, subject to the satisfaction of the following requirements:

- Execution of a formal Assignment of Lease Agreement by all parties.
- Completion of a successful background and credit check for the Assignee.
- Payment of an assignment fee in the amount of \$[Amount].
- Receipt of a security deposit from the Assignee in the amount of \$[Amount].
- [Optional: Requirement for Current Tenant to remain as a guarantor].

Please note that until all conditions are met and the final documents are signed, the current Tenant remains fully responsible for all rent payments and lease obligations.

Please provide the requested documentation by [Deadline Date] to proceed with this transition.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]