

Current Date: [Insert Date]

To: [Resident Name]

Current Unit: [Current Unit Number]

Address: [Property Name/Address]

Subject: Approval of Ground Floor Unit Transfer Request

Dear [Resident Name],

We are pleased to inform you that your request to transfer from your current unit to a ground floor unit has been approved.

Your new unit details are as follows:

- New Unit Number: [Insert Unit Number]
- New Monthly Rent: [Insert Amount]
- Transfer Effective Date: [Insert Date]

Please note the following steps to complete the process:

1. Sign the New Lease Agreement: Please visit the management office by [Insert Date] to sign the updated rental documents.
2. Security Deposit: [Insert details regarding deposit transfer or additional fees].
3. Key Exchange: You may collect the keys for your new unit on [Insert Date] at [Insert Time], provided the move-out inspection for your current unit is completed.
4. Move-out Inspection: An inspection of your current unit is scheduled for [Insert Date/Time].

If you have any questions regarding the logistics of your move, please contact the management office at [Insert Phone Number] or [Insert Email Address].

We look forward to your smooth transition to your new ground floor unit.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Property Management Name]