

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Lease Agreement for [Property Address]

We are pleased to inform you that your application for tenancy at [Property Address] has been approved. This letter serves as the formal lease agreement between [Landlord/Property Management Company Name] and [Tenant's Name].

1. ****Lease Term****: The lease will begin on [Start Date] and will end on [End Date].
2. ****Monthly Rent****: The total monthly rent will be [Amount], due on the [Due Date] of each month.
3. ****Security Deposit****: A security deposit of [Amount] is required, to be paid by [Deposit Due Date].
4. ****Occupancy Limits****: The property is limited to [Number] occupants.
5. ****Utilities****: [Specify which utilities are included and which are the tenant's responsibility.]
6. ****Pets****: [Specify pet policy.]
7. ****Maintenance and Repairs****: [Outline responsibilities related to maintenance and repairs.]

Please review the attached lease agreement for additional details and sign the document to confirm your acceptance. Kindly return a signed copy by [Return Date].

If you have any questions, feel free to reach out.

Best Regards,

[Your Name]
[Your Title/Position]
[Your Company Name] (if applicable)
[Phone Number]
[Email Address]
[Attachment: Lease Agreement]