

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

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

Dear [Recipient's Name],

Subject: Business Arrangement for Rented Flat

I hope this letter finds you well. I am writing to formalize our business arrangement regarding the rented flat located at [Flat Address].

As per our discussions, the terms of our agreement are as follows:

1. ****Rental Amount:**** [Specify amount]
2. ****Payment Due Date:**** [Specify date]
3. ****Lease Duration:**** [Specify duration]
4. ****Utilities:**** [Specify who pays for what]
5. ****Maintenance Responsibilities:**** [Specify who is responsible]
6. ****Termination Clause:**** [Specify conditions for termination]

Please review the terms mentioned and confirm your acceptance by signing below. If you have any further queries or require modifications, feel free to reach out.

I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Accepted by:

[Recipient's Name]

Date: _____