

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

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

Dear [Recipient Name],

Subject: Flat Business Rental Terms

I hope this letter finds you well. I am writing to confirm the rental terms for the flat located at [Flat Address]. Below are the details of the agreement:

1. **Rental Amount:** [Specify monthly rent]
2. **Lease Duration:** [Specify lease term, e.g., 12 months]
3. **Security Deposit:** [Specify amount]
4. **Payment Due Date:** [Specify date each month]
5. **Utilities Included:** [Specify whether utilities are included or not]
6. **Start Date:** [Specify lease start date]
7. **End Date:** [Specify lease end date]
8. **Maintenance Responsibilities:** [Specify responsibilities]
9. **Termination Notice:** [Specify notice period required for termination]

Please review these terms and let me know if you have any questions or require further clarification. I look forward to your confirmation. Thank you for your attention, and I hope to finalize this agreement soon. Sincerely,

[Your Name]
[Your Title/Position, if applicable]