

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

HJJ Property Management

[Property Management Address]  
[City, State, ZIP Code]

Subject: Tenancy Agreement for [Property Address]

Dear [Property Manager/Owner's Name],

I am writing to formally express my intentions regarding the tenancy of [Property Address]. Below are the details of the tenancy arrangement:

1. **\*\*Tenant Information\*\***

- Name: [Your Full Name]
- Contact Number: [Your Phone Number]
- Email: [Your Email Address]

2. **\*\*Property Details\*\***

- Address: [Property Address]
- Type of Tenancy: [e.g., Residential/Commercial]

3. **\*\*Tenancy Term\*\***

- Start Date: [Proposed Start Date]
- End Date: [Proposed End Date, if applicable]
- Renewal Terms: [Any terms regarding renewal, if applicable]

4. **\*\*Rent Details\*\***

- Monthly Rent Amount: [Proposed Rent Amount]
- Payment Due Date: [Due Date for Rent Payment]
- Payment Method: [e.g., Bank Transfer/Cash]

5. **\*\*Security Deposit\*\***

- Amount: [Proposed Security Deposit Amount]
- Terms of Refund: [Terms regarding the return of the deposit]

6. **\*\*Additional Terms and Conditions\*\***

- [Any specific conditions or agreements]

Please confirm the receipt of this letter and let me know if there are any additional documents or information required to proceed with the tenancy agreement.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]