

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]
Subject: Tenancy Agreement

Dear [Landlord's Name],
I hope this message finds you well. I am writing to formally confirm our agreement regarding the tenancy for the property located at [Property Address]. Below are the key terms of our agreement:

1. ****Tenancy Start Date****: [Start Date]
2. ****Duration of Tenancy****: [Length of Tenancy, e.g., 12 months]
3. ****Monthly Rent****: \$[Amount]
4. ****Security Deposit****: \$[Amount]
5. ****Payment Method****: [e.g., Bank Transfer, Check]
6. ****Utilities Included****: [List of Utilities, if any]
7. ****Maintenance Responsibilities****: [Details about maintenance responsibilities]
8. ****Notice Period for Termination****: [Notice Period, e.g., 30 days]

Please confirm your acceptance of these terms by signing below.
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]

Accepted by:
[Landlord's Signature]
[Landlord's Printed Name]
[Date]