

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

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

Subject: Formal Agreement for Rental Property

Dear [Recipient Name],

This letter serves as a formal agreement between [Your Name], hereinafter referred to as the "Landlord," and [Recipient Name], hereinafter referred to as the "Tenant," regarding the rental of the property located at [Property Address].

****1. Term of Lease****

The lease shall commence on [Start Date] and shall terminate on [End Date].

****2. Rent Payment****

The total rent for the lease period shall be [Total Rent Amount], payable in monthly installments of [Monthly Rent Amount] due on the [Due Date] of each month.

****3. Security Deposit****

A security deposit of [Deposit Amount] shall be required before the Tenant takes possession of the property.

****4. Utilities****

The Tenant is responsible for the payment of the following utilities: [List Utilities].

****5. Maintenance and Repairs****

The Tenant agrees to maintain the property in a clean and undamaged condition and to notify the Landlord of any needed repairs.

****6. Governing Law****

This agreement shall be governed by the laws of [State].

By signing below, both parties agree to the terms and conditions outlined in this rental agreement.

[Your Name] (Landlord)

Date: _____

[Recipient Name] (Tenant)

Date: _____

Thank you.

Sincerely,

[Your Name]

[Your Title, if applicable]