TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Rental Approval Letter

Dear **[NAME]**

After going through your application, I **[MENTION YOUR NAME]** would like to say that I approved your rental application. I checked all the relevant documents, ID, Company reference **[NAME]**  everything has a valid verification code. I didn’t find any wrong in the documents. So, I am happy to inform you for your approval for my flat.

I am glad I am renting my house for good people like you. I hope you will take good care of the house. I have mentioned everything to my contract. I hope you have seen everything properly. All the terms and conditions will be mentioned in the agreement, the rent will be the same as discussed. Rent will be paid by the 5th of every month, there should not be any unnecessary delay in the payment.

If you have any inquiries or problems, please let me know in advance. I will try to solve your problem as soon as possible. If you have any doubt, please let me know. For further information, you can reach me anytime at **[MENTION PHONE NUMBER]** or through an email **[MENTION EMAIL ADDRESS]**. You can directly come to our office also.

Now enjoy your new apartment and you can use any facility in this apartment. Hope you can stay here well, and you won’t face any problems.

Thanking you