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]**

I am writing this letter to accept your tenancy offer. As we discussed earlier the rent that is **[MENTION THE AMOUNT]** per month and you must pay this amount on**[MENTION THE TIME DURATION LIKE THE FIRST DAY OF THE MONTH]**.

You can live from **[MENTION THE DATE]**. This room is meant for **[MENTION THE PURPOSES LIKE RESIDENTIAL]** use only. In case of any damage from your side, I will accept you to pay for the damage.

If you break any terms and conditions or rules of the society like**[MENTION THE DETAILS OF THE TERMS AND CONDITIONS OF THE SOCIETY]**, you have to pay for it as a penalty and I am not responsible for that.

**[MENTION THE DETAILS ABOUT THE THINGS WHICH ARE NOT ALLOWED FOR THE TENANT]**.**[ALSO MENTION THE DETAILS ABOUT WHAT FACILITIES YOU WILL GIVE TO THE TENANT]**.

For further queries or concerns, contact me at **[MENTION YOUR CONTACT INFORMATION]**. Welcome to our society.

Sincerely,