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]**

The purpose of writing this letter is to let you that I am accepting your tenancy offer for my **[ NUMBER OF ROOMS]**  room/ rooms apartment at **[ MENTION VENUE ]** in the city of **[ MENTION CITY]** of **[ MENTION STATE NAME]** of US. My name is **[ YOUR NAME].** I am the owner of this premises.

As per the discussion we had on  **[ MENTION DATE]**, you will be paying a rent of **$[ AMOUNT]**  every month on the  **[ MENTION NUMBER]**.

You have also informed that you are willing to shift on  **[ MENTION DATE]** to this premises. You can do it accordingly. The accommodation that I have offered to you is for residential purpose only. You will be getting water supply for 24 hours in your premises.  In fact, the apartment that you will be using for the residential purpose is fully furnished. I do believe that you will not face difficulty for anything.

You will find a balcony along with this room. There is enough space for maintaining your pet.  You must keep in mind that if you are causing damage to the premises knowingly or unknowingly then you will be liable for paying the damages.

There are different terms and conditions that you need to follow while staying in this premises as a tenant. These terms and conditions are :

**[ MENTION THE TERMS AND CONDITIONS]**

In case, if you will fail to follow any of the terms and conditions then you must pay penalty charges.  There are certain things you must take care when you are staying as a tenant. These are:

**[ MENTION DO’S AND DON’TS THAT THE TENANT NEEDS TO FOLLOW].**

It is expected that you will maintain healthy social environment in the area. You will not give opportunity for complaints coming from your neighborhood area.

Sincerely,