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]**

To Whom This May Concern,

The purpose of this letter is to inform you that we have approved your application for the property located at:

|  |
| --- |
|  |
|  |
|  |

Your Lease will start on  **[LEASE START DATE]** and your monthly rent payment is $**[ENTER A MONTHLY PAYMENT]**.

We want to express our gratitude for your application and wish you the best. If you have concern, do not hesitate to contact me.

Sincerely: ­

**[SIGNATURE]**