From.

Mr. Ravi Jones,

Rail Road,

Los Angeles,

California.

Dec 12, 20XX.

To

Ram Sharma,

Holy Road,

Los Angeles,

California.

Subject: APPROVED TENANT LETTER.

Dear Mr. Ram Sharma.

This letter is written in reference to the above subject by the landlord of the Dolphin apartment. I am writing this letter to approve your tenancy contract with my company.

On Dec 6, 20XX, Mr. Ram was issued room number 12 when in good condition and every facility in the apartment working well. In case of any damage from your side, the company will expect you to pay for the damage. The room is meant for residential use only until the signed tenancy contract is over. The monthly rent for the apartment is $200 due before date 5 of every month, and failure to this will attract a penalty of 10% of the rent.

After signing the rental agreement, I will hereby approve you as a tenant at the dolphin’s apartment with the right to enjoy and use any facility in this apartment just like any other tenant. Feel welcome and appreciated. Wishing you the best during your stay.

Yours sincerely,

Mr. Ravi Jones.