From.

Owner’s name,

Address,

City/town.

Date.

**Tenant’s address:**This is the second part. It consists of the tenant’s name and address.

To.

Tenant’s name,

Address,

City/town.

**Subject/reference:**The third part of this letter is the subject matter of the letter. It should be clear and simple.

Subject: Approved Tenant Letter.

**Opening remarks.**

Dear Mr/Mrs (Tenant).

**Body.**

This is the main part of this letter and consists of a number of things.

**The first paragraph:**Being a formal letter, greetings are not a must. You can go direct to the point. It consists of a brief personal identification as the landlord and a brief explanation of why you are writing the letter.

**The second paragraph:**It consists of the terms and conditions for the tenancy contract, the rights of the tenant as well as the owner, facilities given to the tenant, and any other relevant detail that the owner might find important to the tenant, including the amount of rent.

**Last paragraph:**In this paragraph, the owner indicates the approval of the tenancy contract as well as the appreciation of the new tenant.

**Signature:**

Yours sincerely,

Signature,

Name of the owner.