Sample Tenancy Renewal Approval Letter

[Your Name]

[Your Title]

[Property Management Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

Subject: Tenancy Renewal Approval

I am pleased to inform you that your request for the renewal of your tenancy agreement for [Property Address] has been approved. Your compliance with the terms of the lease and responsible tenancy are appreciated.

Please review the attached tenancy renewal approval details, including renewal terms, rental amount, and any necessary documentation. If you have any questions or need further information, please contact our property management department.

We value your tenancy and look forward to continuing our positive landlord-tenant relationship.

Best regards,

[Your Name]

[Your Title]