Sample Tenancy Approval Letter

[Your Name]

[Your Title]

[Property Management Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

Subject: Tenancy Application Approval

We are pleased to inform you that your application for tenancy at [Property Name/Address] has been approved. Your qualifications and references have met our requirements, and we are confident that you will be an excellent addition to our community.

Please find attached your lease agreement and move-in details. Review the documents carefully and sign the lease agreement by [Date] to secure your tenancy. If you have any questions or need further assistance, do not hesitate to contact our leasing office.

We look forward to welcoming you to your new home and hope you enjoy your stay at [Property Name].

Best regards,

[Your Name]

[Your Title]