

# Tenant Application Acceptance Letter

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Re: Acceptance of Tenant Application for [Property Address]

I am pleased to inform you that your application to become a tenant at [Property Address] has been successfully accepted. We were thoroughly impressed with your application and references, and we believe that you will be a valuable addition to our community of residents.

Please find enclosed a copy of the lease agreement, which outlines the terms and conditions of your tenancy. We kindly request that you carefully review the lease agreement and ensure that you understand all of its provisions. If you have any questions or concerns, please do not hesitate to contact us at [Phone Number] or [Email Address], and we will be more than happy to assist you.

To secure your tenancy, we kindly ask that you provide the following within [specified timeframe, e.g., 7 days] from the date of this letter:

1. Signed Lease Agreement: Please read the lease agreement thoroughly and sign where indicated.

You may return the signed lease via email at [Email Address] or in person at our office during business hours.

2. Security Deposit: As outlined in the lease agreement, please submit the required security deposit amount of [Security Deposit Amount] in the form of [acceptable payment method, e.g., cashier's check or money order] payable to [Your Company Name].

Once we have received your signed lease agreement and security deposit, we will confirm your move-in date and provide you with additional information regarding the property and the move-in process.

We are excited to welcome you as a valued tenant and look forward to a positive and mutually beneficial relationship. If there is anything you need in the meantime or if you require any assistance with the move-in process, please do not hesitate to reach out to us.

Congratulations once again, and thank you for choosing [Your Company Name] for your housing needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Enclosure: Lease Agreement