

[Name Of The Sender]

[Title Of Job]

[Address, Zip Code]

[Phone]

[Email]

[Date]

[Name Of The Recipient]

[Name Of The Company/Organization]

[Title Of Job]

[Address, Zip Code]

Sub- Confirmation of Rental.

Dear [Name Of The Recipient],

I would like to inform you that I have confirmed your application to rent my [Property Name] for [Length Of Time]. I have checked your background and have found nothing wrong. So, it would be my pleasure to accept your rental application.

You have to pay [Amount] per [Month/Annam]. You have to follow some rules and regulations while using my property. I have made an agreement in which I have mentioned all my rules and regulations. The agreement says that [Details Of The Agreement]. You have to sign this agreement before using my property.

I am attaching two copies of the agreement with this letter. Please sign both and send me one copy and keep another for your consideration.

I am looking forward to having you as my tenant. I hope you will be comfortable here.

Thank you.

Sincerely,

[Name Of The Sender].