

# Tenant Accommodation Swap Approval

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are pleased to inform you that your request for an accommodation swap with [Other Tenant's Name] has been approved. This change will be effective as of [Effective Date].

Details of the accommodation swap are as follows:

- Your Current Unit: [Current Unit Address]
- New Unit: [New Unit Address]
- Swap Effective Date: [Effective Date]

Please ensure that you coordinate with [Other Tenant's Name] to finalize the moving details. If you have any questions or need further assistance, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]