

# Tenant Relocation Approval Notice

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are writing to officially inform you that your request for relocation has been approved. We appreciate your cooperation and understanding during this process.

Your new address will be:

[New Address]

The relocation is scheduled for [Relocation Date]. Please ensure that all necessary arrangements are made accordingly.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]