

Approval Letter for Occupancy Contract

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your application for the occupancy contract at [Property Address] has been approved. We appreciate your interest and are excited to have you as a tenant.

Below are the details regarding your occupancy:

- Start Date of Occupancy: [Insert Start Date]
- End Date of Occupancy: [Insert End Date]
- Monthly Rent: [Insert Rent Amount]

Please review the attached occupancy contract for additional terms and conditions. If you agree to the terms, kindly sign and return the document by [Insert Due Date].

If you have any questions or require further information, feel free to contact us at [Insert Contact Information].

Thank you for choosing [Company/Organization Name]. We look forward to a successful tenancy.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]