

Lease Transfer Approval Letter

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

City, State, Zip: [City, State, Zip]

Dear [Tenant's Name],

We are writing to confirm our approval of your request to transfer your lease for the property located at [Property Address] to [New Tenant's Name]. We appreciate your prompt communication regarding this matter.

As per the terms of your lease agreement, please ensure that all property inspections and necessary paperwork are completed before the transfer date of [Transfer Date]. The new tenant must also review and sign the lease agreement to finalize the transition.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Landlord/Property Management Company Name]

[Contact Information]