**DATE:**

**Re. Rental Agreement Letter w.r.t Lease Contract Attached**

To Whom It May Concern,

It is to notify you that the landlord Mr. [NAME] has agreed to rent out his house to the tenant Mr./Ms. [NAME]. They have bound themselves into a contract that stipulates certain conditions given below.

The agreement has been referenced with a lease contract that is attached to the letter. The lease contract has been duly signed by the magistrate and investigation officer of the local police. To ensure more transparency, copies of different required documents have been attached.

Both parties agreed to the stipulations made. Therefore, you are notified to look at the agreement and approve this tenancy. The tenant has a job in the town and wants to shift to the house as soon as possible. Therefore, we will be very glad and thankful if you do it on priority.

To know anything which is not mentioned in the letter, please email at [EMAIL] or call at [PHONE].

The landlord is a doctor by profession who has been living in his Residency-II at [ADDRESS]. He has rented the house to the tenant Mr./Ms. [NAME] who is also a doctor by profession at [LOCATION].

Both parties agree upon the one-year duration of the agreement. In case of further, contract renewal will be done through the required channel. The tenant shall pay [$XXXX] to the landlord through an online mobile banking transaction, by hand in cash or cheque, or through bank deposit by the 15th of every month. In case of late payment that exceeds five days from the mentioned date, the tenant shall pay $300 extra as compensation.

Moreover, an advance payment in the lieu of a security fund has been deposited by the tenant in the landlord’s bank account.

Please approve the rental agreement that is effective from [DATE] to [DATE]. Thank you.

Regards

[NAME]  
[ADDRESS]