To: ramshark@gmail.com

From: papajones@gmail.com

Subject: APPROVED TENANT LETTER.

Dear Mr. Ram Shark.

This email is written in reference to the above subject by the landlord of the Cool apartment. I am writing this email to approve you as a tenant in my apartment.

On Feb 6, 20XX, Mr. Shark was issued room number 19. The room was in good condition, and everything was working well, you are expected to take care of every facility in the room, and in case of any damage caused by you, the company will take it upon you to repair as per the agreed terms and conditions. The room is meant for residential use only until the signed tenancy contract is over. The room monthly rent is $250 due before date 10 of every month, and failure to this will attract a penalty of 5% of the total rent.

I am humbled to approve you as a tenant in the Cool apartment and entitled to all the rights of enjoying and using any facility in this apartment just like any other tenant. Wishing you the best during your stay.

Yours sincerely,

Papa Jones.