

Offer of Tenancy – [Full Address of the Rental Property]

From: [Your Name / Your Company Name] [Your Full Address] [Your Phone Number]
[Your Email Address]

Date: [Date of Notice]

To: [Applicant's Full Name] [Applicant's Current Address]

Subject: Offer of Tenancy for [Full Address of the Rental Property]

Dear [Applicant's Name],

Following your recent application and successful referencing checks, we are delighted to formally offer you the tenancy for the property at **[Full Address of the Rental Property]**.

We were very impressed with your application and believe you will be an excellent tenant. Welcome!

This offer is subject to the signing of a formal Tenancy Agreement and the receipt of the initial funds as detailed below.

Key Tenancy Details:

- **Proposed Move-in Date:** [DD/MM/YYYY]
- **Monthly Rent:** £[Amount]
- **Security Deposit:** £[Amount] (This will be protected in a government-approved tenancy deposit scheme)

Next Steps to Secure the Tenancy:

To finalise the tenancy, please complete the following steps by **[Date, e.g., 5 working days from date of letter]**:

1. **Review and Sign the Tenancy Agreement:** We will send the Assured Shorthold Tenancy (AST) agreement to you via [Method, e.g., email for electronic signature / in-person appointment]. Please review it carefully.
2. **Pay the Initial Funds:** Please arrange for the payment of the following, which must be cleared in our account before the tenancy can commence:
 - **First Month's Rent:** £[Amount]
 - **Security Deposit:** £[Amount]
 - **Total Payable:** £[Total Amount]

Payment should be made via bank transfer to the following account:

- **Account Name:** [Your Account Name]
- **Sort Code:** [00-00-00]

- **Account Number:** [000000000]
- **Reference:** [Property Address and Your Name]

Once the Tenancy Agreement is signed by all parties and the initial funds have been received, the tenancy will be confirmed. We will then arrange a time on [Proposed Move-in Date] to meet at the property for the check-in, where we will hand over the keys and provide you with all the necessary legal documents, including the 'How to Rent' guide, Gas Safety Certificate, Energy Performance Certificate (EPC), and the Electrical Installation Condition Report (EICR).

We are very much looking forward to welcoming you to your new home. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name / Company Name]