

[Sender's Name]

[Sender's Address]

[Date]

[Tenant's Name]

[Tenant's Address]

Dear [Mr.] [Name of the tenant],

I deeply appreciate you for being a wonderful and trustworthy tenant. All these years you have been duly complying with the rules mentioned in the contract. Be it paying the rent in a timely manner, or cooperating with other society members, you have been following all the rules in the contract.

I also take this opportunity to thank you for taking such great care of my apartment. Nowadays, it is very difficult to find responsible tenants, but you are an exception. I hope you settle well in your new apartment. Again thank you for being such a wonderful tenant all these years. I hope that we will be in touch in the future also.

Yours truly,

[Your Name]

[Email Address]

[Contact Number]

[Signature]

