

[Sender's Name]

[Sender's Address]

[Date]

[Tenant's Name]

[Tenant's Address]

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

I am writing this letter to tell you that I have received your letter stating your intention of leaving the apartment and respect your decision. Before leaving the apartment, I wanted to write this letter to thank you for being a great tenant. All these years, you have never caused me any trouble whatsoever and I feel sad that you are leaving my apartment.

Throughout these years, you took great care of the furniture and the apartment. Thank you for that. What is remarkably good about having a tenant like you is that you paid all the society maintenance bills regularly. I hope that your stay at my place was smooth.

I again sincerely appreciate your stay at my apartment and look forward to meeting you again in the future.

Yours truly,

[Your Name]

[Email Address]

[Contact Number]

[Signature]

