To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Approval Letter from Landlord to Tenant for Repairs**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter in response to your request, as received on [mention date], seeking my approval to carry out [mention in detail the repairs work that is required to be done]. I approve your request and grant you my permission to carry out the said repairs.

Please make sure that no harm is done to the property while carrying out the said repairs. Also, mail the total bill of those repairs at my residential address mentioned below. It will be very kind of you if you pay the expenses for now and I will adjust the same in your monthly rentals.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]