

**TO BE TYPED ON CORPORATE LETTER HEAD**

Date:

MICM Pty Ltd  
178 City Rd  
Southbank 3006  
Vic 3006

Attention: The Leasing Manager

Fax:

Dear Sir

**CORPORATE LEASE OF APARTMENT  
ADDRESS: [insert property address]**

This is to confirm that our company, **[insert company name]**, will sign the lease and undertake to pay the monthly rental and bond for the above mentioned apartment.

As discussed, the rental for the apartment per week is \$ (Monthly amount: \$).  
The bond payment amount is \$

The lease will commence on [insert date] for duration of **[insert tenancy length]** months.

We confirm that the occupant will be: **[insert name]** and he is employed by us in the capacity of .....

..... will be authorised to sign the lease on the company's behalf.

Please do not hesitate to contact the undersigned at Tel: ..... should you need further assistance or information.

Best regards

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Name:  
Position: