

Rental Agreement Request for Subletting

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request permission to sublet my apartment located at [Apartment Address] for the duration of [Specify Duration]. Due to [brief reason for subletting, e.g., temporary relocation, work commitments], I will be unable to reside in the apartment during this time.

I would like to propose [Name of Proposed Subtenant] as the subtenant. [He/She/They] is a responsible individual with a steady income and has expressed interest in maintaining the apartment during my absence. I believe [he/she/they] would be an excellent fit for the rental.

Please let me know if you require any further information or documentation regarding the proposed subtenant or if there are specific steps you would like me to follow in this process.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]