

License Transfer Request

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the transfer of my license for the lease agreement associated with the property located at [Property Address].

As per our lease agreement dated [Lease Start Date], I wish to transfer this license to [New Tenant's Name], who has agreed to take on the responsibilities and obligations related to the lease.

Attached are the signed consent form from [New Tenant's Name] along with other necessary documentation required for this transfer process.

I kindly ask you to review this request at your earliest convenience. If you have any questions or need further information, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]