

Request for Subletting

Your Name: [Your Name]

Address: [Your Address]

Date: [Current Date]

Landlord's Name: [Landlord's Name]

Landlord's Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request your permission to sublet my apartment located at [Your Apartment Address] due to a job transfer requiring me to relocate to [New Location]. My transfer will begin on [Start Date] and I anticipate returning to the area by [Expected Return Date].

In accordance with our lease agreement, I understand that I need your approval to proceed with subletting. I am committed to finding a responsible tenant who will uphold the conditions of the lease during my absence. I will provide you with the prospective tenant's information for your approval prior to any agreement being made.

Please let me know if you need any further information or documentation from my side to facilitate this request. I appreciate your understanding and cooperation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]