

Subletting Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 your permission to sublet my apartment at [Apartment Address] due to a family emergency that requires my immediate attention.

The reason for my request is [brief explanation of the family emergency]. I intend to sublet for a period of [duration] starting from [start date] to [end date]. I have a potential subtenant, [Subtenant's Name], who is responsible and trustworthy.

I ensure that all terms of our lease will be respected, and the subtenant will maintain the property's condition. I will also remain responsible for the lease during this period.

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

Sincerely,

[Your Name]