

Request for Subletting

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your 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 permission to sublet my apartment located at [Your Apartment Address] for a short period due to my upcoming travel plans.

I intend to be away from [Start Date] to [End Date], and I would like to sublet the apartment during this time to ensure that the space remains occupied and maintained. I have identified a potential tenant, [Subtenant's Name], who is interested in renting the apartment during my absence.

[Subtenant's Name] is a responsible individual, and I believe they will take good care of the property. I would be happy to provide you with their details and references for your consideration.

Please let me know if you would like to discuss this matter further, or if you require any additional information. I appreciate your understanding and look forward to your response.

Thank you for your attention to this request.

Sincerely,

[Your Name]