

# Subletting Request for Summer Internship

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 located at [Your Apartment Address] during my summer internship from [Start Date] to [End Date].

Due to a wonderful opportunity for a summer internship with [Company/Organization Name], I will be away for this period and would like to ensure my apartment remains occupied while I am gone. I have identified [Potential Subtenant's Name], who is interested in subletting the apartment and has agreed to adhere to all the terms of our current lease.

I assure you that I will remain responsible for the lease and will ensure that [Potential Subtenant's Name] is a reliable tenant. Should you need any information regarding the potential subtenant, please let me know.

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

Sincerely,

[Your Name]