

# Tenant Subletting Request Letter

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 your permission to sublet my apartment located at [Your Apartment Address] for a temporary relocation.

Due to [reason for temporary relocation], I will need to be away from [start date] to [end date]. I have identified a responsible subtenant, [Subtenant's Name], who is willing to take over the lease during my absence. [He/She/They] is a [brief description of subtenant, e.g., a working professional or student] and understands the terms and conditions of the lease.

I assure you that the subtenant will maintain the property and observe all rules and regulations outlined in our lease agreement. I have attached a copy of [his/her/their] rental application and references for your review.

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

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]