

Application to Sublease My Unit

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 sublease my unit located at [Your Unit Address] for the period of [Start Date] to [End Date]. Due to [brief reason for subleasing, e.g., a job relocation, temporary travel, etc.], I will be unable to occupy the unit during this time.

I have identified a potential subtenant, [Subtenant's Name], who is interested in taking over the lease temporarily. [Subtenant's Name] has agreed to abide by all terms of the original lease agreement and is prepared to provide any necessary documentation, such as proof of income and background checks, as required.

I assure you that this arrangement will not disrupt the terms of our lease, and I will remain responsible for the condition of the unit and ensuring that rent is paid on time.

Please let me know if you require any additional information or if we can discuss this matter further. Thank you for your consideration.

Sincerely,

[Your Name]