

Confirmation of Subletting Intentions

123 Main Street

Your City, State, ZIP Code

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally confirm my intention to sublet my apartment at [Your Address] from [Start Date] to [End Date]. I have found a suitable subtenant, [Subtenant's Name], who has agreed to the terms of the lease.

Please let me know if you require any additional information or documentation regarding the subletting process. I appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]