

# Formal Request to Sublet Apartment

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 permission to sublet my apartment located at [Apartment Address] due to [brief reason for subletting, e.g., job relocation, study abroad, etc.].

As per our lease agreement, I understand that I need your approval to proceed with this arrangement. I have identified a potential subtenant, [Subtenant's Name], who is responsible and reliable. [Optional: Include a brief description of the subtenant and their qualifications].

I assure you that I will remain responsible for the lease and any issues that may arise during this period. The sublet would be for the duration of [start date] to [end date].

Please let me know if you require any further information or if there are specific forms I need to complete. I appreciate your consideration and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]