

Inquiry for Subletting Permission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your 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 rental unit located at [Your Rental Address] during my absence from [Start Date] to [End Date].

The reason for my request is [briefly explain reason, e.g., personal matters, job relocation, etc.]. I assure you that I will find a responsible tenant who will adhere to the terms of our lease agreement.

Thank you for considering my request. I hope to hear from you soon regarding this matter.

Best regards,

[Your Name]