

Sublet Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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 notify you of my intention to sublet my apartment located at [Apartment Address] for the period of [Start Date] to [End Date].

The proposed subtenant will be [Subtenant's Name], who is a responsible individual and has agreed to comply with all lease terms and conditions.

Please let me know if you have any questions or require further information regarding this arrangement. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]