

Rental Application for Sublet Approval

Date: [Insert Date]

[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 approval for a sublet of my apartment located at [Your Apartment Address]. Due to [brief reason for sublet, e.g., work relocation, temporary travel], I am unable to reside in the apartment from [Start Date] to [End Date].

For the duration of my absence, I would like to sublet to [Subtenant's Name], who is [brief description of subtenant, e.g., a reliable friend, co-worker]. I believe [he/she/they] will be a responsible tenant.

I assure you that all subleasing terms will be strictly adhered to and that I remain fully responsible for the rental agreement during this period. If you require any additional information or documentation, please feel free to let me know.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]