

# Letter of Request for Subletting

[Your Name]

[Your Address] [City, State, Zip Code]

[Email Address] [Phone Number]

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

Due to [brief reason for subletting], I find that I will be unable to occupy the apartment during the specified timeframe. I have found a responsible individual, [Subtenant's Name], who is interested in taking over the lease temporarily.

I assure you that [Subtenant's Name] is reliable and will abide by all terms outlined in our lease agreement. I believe that this arrangement will be mutually beneficial as it ensures the rent continues to be paid and the apartment remains occupied.

Please let me know if you require any further information or if you would like to meet with [Subtenant's Name] to discuss this arrangement. I appreciate your consideration and look forward to your positive response.

Thank you very much.

Sincerely,

[Your Name]