

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

The reason for this sublet request is [briefly explain reason, e.g., temporary relocation, travel, etc.]. I have identified a potential subtenant, [Subtenant's Name], who is responsible and reliable. They have agreed to adhere to all terms outlined in the lease.

Please let me know if you require any additional information or documentation regarding the subtenant. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]