

Rental Application for Assigning Lease Rights

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 assign my lease rights for the property located at [Property Address] to [Assignee's Name]. Due to [reason for assigning lease], I am unable to continue my tenancy.

The proposed assignee, [Assignee's Name], is responsible and has agreed to adhere to all terms and conditions of the existing lease. I have included their contact information for your reference:

Name: [Assignee's Name]

Phone: [Assignee's Phone Number]

Email: [Assignee's Email Address]

Please let me know if you require any further information or documentation to facilitate this process. I appreciate your attention to this matter and look forward to your favorable response.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]