

Rental Application for Change of Leaseholder

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 a change of leaseholder for the property located at [Property Address]. Due to [brief reason for the change, e.g., personal circumstances, relocation], I am unable to continue as the leaseholder.

I would like to propose [New Leaseholder's Name] as the new leaseholder. [New Leaseholder's Name] has agreed to take over the lease and is willing to meet any requirements you may have for the transition.

Please let me know the necessary steps to facilitate this change and if there are any forms or additional information needed.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]