

Rental Application for Lease Transfer Approval

Date: [Insert Date]

To: [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 lease transfer regarding my current rental property located at [Rental Property Address].

Due to [reason for lease transfer, e.g., relocation, personal circumstances], I am unable to continue my lease which is set to expire on [Lease Expiration Date]. I have found a suitable tenant, [Prospective Tenant's Name], who is interested in assuming my lease under the same terms and conditions.

[Prospective Tenant's Name] has agreed to the monthly rent of [Amount] and understands the responsibilities outlined in the lease agreement. I believe they would be a responsible tenant and an excellent fit for the property.

I kindly ask for your approval to facilitate this lease transfer. Please let me know if any additional information or documentation is required to process this request.

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 Phone Number]
[Your Email Address]