

Rental Application for Lease Transfer Request

Date: _____

To,

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request a transfer of my lease for the property located at [Property Address]. Due to [provide reason for lease transfer request], I am unable to continue my lease and would like to transfer it to [Name of the Person to Whom Lease is Being Transferred].

[Name of the Person to Whom Lease is Being Transferred] is a responsible tenant who meets all the community requirements and is willing to assume the lease under the same terms and conditions. I believe this transfer will not cause any disruption to the property management or the community.

I kindly request you to consider this application and let me know of any necessary procedures that need to be completed for this transfer. I appreciate your understanding and cooperation in this matter.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]