

Rental Application for Tenant Substitution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[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 the substitution of a tenant in our lease agreement for the property located at [Property Address]. Due to [brief explanation of situation, e.g., personal reasons, work relocation], I am unable to continue occupying the premises.

I would like to propose [New Tenant's Name] as a suitable replacement tenant. [He/She/They] is responsible, reliable, and has agreed to all the terms outlined in our existing lease agreement. [Brief description of new tenant, such as occupation or background, may be included here.]

Please let me know if you require any further information or background checks regarding [New Tenant's Name]. I believe [he/she/they] would be a great fit for the property and ensure a smooth transition.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]