

Tenant Transfer Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Current Tenant's Full Name], residing at [Current Tenant's Address], hereby authorize the transfer of my lease to [New Tenant's Full Name], who will be taking over my tenancy at the same address, effective [Effective Date of Transfer].

By signing this letter, I confirm that I have notified my landlord, [Landlord's Name], about this transfer and have received their consent.

Please find below the details of both parties:

Current Tenant:

Name: [Current Tenant's Full Name]

Address: [Current Tenant's Address]

Phone: [Current Tenant's Phone Number]

Email: [Current Tenant's Email]

New Tenant:

Name: [New Tenant's Full Name]

Address: [New Tenant's Current Address]

Phone: [New Tenant's Phone Number]

Email: [New Tenant's Email]

Thank you for your attention to this matter.

Sincerely,

[Current Tenant's Signature]

[Current Tenant's Printed Name]