

Request for Permission to Sublease

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 your permission to sublease my apartment located at [Apartment Address] for the period of [Start Date] to [End Date].

The reason for this request is [briefly explain reason, e.g., I will be relocating temporarily for work]. I have already found a responsible tenant, [Subtenant's Name], who is interested in taking over the lease during this time. They have provided references and are willing to comply with all terms of the original lease agreement.

I understand the importance of maintaining the integrity of the lease and assure you that I will ensure a smooth transition and uphold all responsibilities as outlined in our agreement.

Please let me know if you need any further information regarding the subtenancy or the potential subtenant. I look forward to your positive response.

Thank you very much for your consideration.

Sincerely,

[Your Name]