

Letter of Intent to Sublease

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 notify you of my intent to sublease my apartment located at [Your Apartment Address] for the period of [Start Date] to [End Date].

The potential subtenant, [Subtenant's Name], is [brief description of the subtenant, e.g., a responsible individual, current student, etc.]. I believe they would be a suitable tenant given their background.

Please let me know if there are any required steps or documents that I should complete to facilitate this process. I appreciate your attention and assistance in this matter.

Thank you for your understanding.

Sincerely,
[Your Name]