Notification of Sublease

Date: [Insert Date]

[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 inform you of my intent to sublease my apartment located at [Apartment Address] for the duration of [Sublease Period] due to [Reason for Subleasing].

The prospective sublessee's name is [Sublessee's Name], and they will be occupying the apartment from [Start Date] to [End Date]. I assure you that the sublessee is reliable and will adhere to the terms of the original lease agreement.

Please let me know if you require any further information or if there are any additional steps you would like me to take regarding this sublease.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]