

Lease Addendum for Subleasing Permission Request

Date: [Insert Date]

To: [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 request your permission to sublease my apartment located at [Tenant's Address], as per the terms of our lease agreement dated [Lease Start Date].

Due to [Reason for Subleasing], I am seeking to sublet the apartment from [Start Date of Sublease] to [End Date of Sublease]. I have identified a prospective subtenant, [Subtenant's Name], who is willing to abide by all the terms of our existing lease.

Attached, you will find the subtenant's application, along with references and a copy of their identification for your review. I believe [Subtenant's Name] is a responsible individual who would be an excellent fit for the property.

Please let me know if you require any additional information or if there are specific forms that need to be completed for your review process. I appreciate your consideration of this request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]