

# Sublease Permission Request

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 request your permission to sublease my apartment located at [Apartment Address] from [Start Date] to [End Date] while I attend school at [School Name].

The reason for this request is to [briefly explain your reason, if necessary]. I have identified a responsible individual, [Subtenant's Name], who is willing to take over the lease during my absence and has agreed to comply with all terms of our lease agreement.

I assure you that the subtenant is financially capable and reliable. They are ready to provide you with any necessary documentation to facilitate the approval process.

Please let me know if you require any further information or if there are specific forms I need to complete to finalize this request. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]