

Sublease Permission Request

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 permission to sublease my apartment located at [Apartment Address] for a period of [duration] due to my extended travel plans from [start date] to [end date].

During my absence, I plan to sublease to [Sublessee's Name], who is a [brief description of the sublessee, e.g., friend, colleague] and is responsible enough to take care of the property. I assure you that the sublessee will comply with all terms of the lease agreement.

I appreciate your understanding and consideration regarding this request. Please let me know if you need any additional information or if there are specific requirements I should fulfill in order to proceed with the sublease.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]