

Sublease Permission Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[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 your permission to sublease my apartment located at [Your Apartment Address] for a period of [Duration of Sublease] starting from [Start Date] to [End Date].

The intended subtenant is [Friend/Colleague's Full Name], who will be responsible for adhering to all terms of the lease during their stay. I believe they will be a responsible occupant and will take excellent care of the property.

Please let me know if you need any additional information or if there are any necessary procedures I should follow for this request. I appreciate your attention to this matter and look forward to your approval.

Thank you for considering my request.

Sincerely,

[Your Name]