

# Sublease Permission Request Letter

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 at [Your Apartment Address] due to a temporary relocation for [reason, e.g., work, education, personal reasons] from [start date] to [end date].

I have identified a qualified individual, [Subtenant's Name], who is interested in renting the apartment during my absence. [He/She/They] [briefly describe the qualifications of the subtenant, e.g., good credit, reliable tenant history].

Please let me know if you require any additional information or if there are any forms or procedures I need to complete in order to facilitate this request. I greatly appreciate your consideration and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]