

Sublease Permission Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Request for Sublease Permission

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]. Due to a work assignment in [Location of Assignment], I will be away from [Start Date] to [End Date].

I have identified a responsible tenant, [Proposed Tenant's Name], who is interested in taking over the lease temporarily during my absence. [Proposed Tenant's Name] is aware of the terms of the lease and is willing to comply with all regulations.

I would greatly appreciate your consideration of this request. Please let me know if you require any additional information or if there are specific forms that need to be filled out.

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

Sincerely,

[Your Name]