

# Commercial Lease Assignment Letter

Date: [Insert Date]

To:

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Assignment of Commercial Lease

I, [Your Name], the undersigned tenant of the property located at [Property Address], hereby request your approval to assign my lease for the above-mentioned property to [Assignee's Name] effective [Effective Date].

Per the lease agreement dated [Original Lease Date], I am providing [Number of Days] days notice, as required. The assignee, [Assignee's Name], will assume all responsibilities, liabilities, and obligations under the lease from the date of assignment.

I have attached all relevant information regarding the prospective assignee, including their financial credentials and business references. I believe they will be a suitable tenant for your property.

Please let me know if you require any further information or if there are forms that need to be completed to proceed with this assignment.

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

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]