

Lease Transfer Agreement

Date: [Insert Date]

From:

[Current Tenant's Name]
[Current Tenant's Address]
[City, State, Zip Code]

To:

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

Subject: Lease Transfer Agreement

Dear [Landlord's Name],

This letter serves as a formal request for the transfer of lease agreement dated [original lease date] for the property located at [property address] from [Current Tenant's Name] to [New Tenant's Name].

I, [Current Tenant's Name], wish to transfer my lease obligations to [New Tenant's Name] effective [date of transfer]. [New Tenant's Name] has reviewed the lease agreement and agrees to abide by all the terms and conditions set forth in the original lease.

I kindly request your approval for this transfer. Please find attached the necessary documentation including the new tenant's application and references.

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

Sincerely,

[Current Tenant's Name]
[Current Tenant's Phone Number]
[Current Tenant's Email]