

Residential Lease Transfer Letter

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

From: [Current Tenant's Name]

[Current Tenant's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I am writing to formally request the transfer of my residential lease for the property located at [Property Address], currently under my name, to [New Tenant's Name]. Due to [reason for transfer], I am unable to continue my lease.

[New Tenant's Name] is willing to assume the lease responsibilities effective [Transfer Date]. They have agreed to all current lease terms and conditions. I have attached their application and supporting documents for your review.

Please let me know if you require any further information or if there are additional steps I need to take to facilitate this transfer.

Thank you for your attention to this matter.

Sincerely,

[Current Tenant's Name]

[Current Tenant's Phone Number]

[Current Tenant's Email Address]