

Sample Letter Requesting Permission to Sublease Your Apartment

(Your Name)
(Current Address of Your Apartment, Unit #)
(City, State, Zip Code)

(Date)

(Landlord or Apartment Company's Name)
(Address as Printed on Your Lease)
(City, State, Zip Code)

Re: Notice of Intent to Sublease

Dear (Name of landlord or manager):

I currently live at (address with unit number). I signed my lease (XX) months ago and there are (XX) months remaining.

In light of (The reason for your desire to sublease. School-related opportunity to study abroad, family situation involving an illness, etc.), I would very much like your permission to sublet my apartment during the period from (start date) through (end date).

To help facilitate this new arrangement, I have already identified a highly qualified candidate for the sublet. (Name of person) is a (Add details here. For instance: current graduate student in the History Department at the Ohio State University with a 3.9 GPA. He works part-time at Kroger and volunteers at the Mid-Ohio Foodbank Kroger Community Pantry. He has excellent references. You'll find them attached, along with a copy of his credit report. He will be happy to furnish any other necessary information.)

[If you mention references, be sure they are included with your letter.]

I will remain responsible for paying the rent and fulfilling all the other terms of the lease during my time out of town.

Thank you so much for your consideration. I look forward to hearing from you so that we may discuss further.

Sincerely,

(Your name)
(Your apartment number)
(Your email address)
(Your phone number)