

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

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

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request your consent for [briefly state what you are seeking consent for, e.g., "subleasing my apartment," "making alterations to the unit," etc.].

[Provide details about the request, including any relevant information regarding duration, reasons for the request, and how it may benefit both parties, if applicable.]

I appreciate your consideration of my request and look forward to your response. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]