

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

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

Subject: Lease Transfer Request

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my lease for the property located at [Property Address] due to [reason for transfer, e.g., relocation, personal reasons, etc.].

I would like to propose [Name of the person assuming the lease] as the new tenant. [He/She/They] has expressed interest in taking over the lease and is prepared to meet all the terms and conditions.

Please let me know if you require further information about [Name of the person assuming the lease] or if any additional steps need to be taken to facilitate this transfer.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Lease Start Date]

[Lease End Date]

[Current Lease Agreement Reference, if applicable]