

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]
Subject: Sublease Agreement

Dear [Landlord's Name],

I, [Your Name], am writing to inform you of my intention to sublease my apartment located at [Your Apartment Address] for the duration of [start date] to [end date].

The prospective subtenant is [Subtenant's Name], who has agreed to the terms outlined below:

1. ****Property****: [Your Apartment Address]
2. ****Sublease Term****: [start date] to [end date]
3. ****Rent Amount****: [Monthly Rent Amount]
4. ****Security Deposit****: [Amount]
5. ****Responsibilities****: [Outline responsibilities of subtenant and any additional agreements]
6. ****Approval****: This sublease is contingent upon your written approval, as required by the original lease agreement.

Please let me know if you require any further information or would like to meet with [Subtenant's Name] prior to approval. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Lease Agreement Reference Number (if applicable)]