

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

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

Subject: Tenant Sublease Agreement

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request permission to sublease my apartment located at [Your Apartment Address] to [Subtenant's Name], who is interested in occupying the premises from [Start Date] to [End Date].

Details of the Sublease:

- Subtenant's Name: [Subtenant's Name]
- Subtenant's Contact Information: [Subtenant's Phone Number and Email]
- Sublet Period: [Start Date] to [End Date]
- Rent Amount: [Monthly Rent Amount]
- Security Deposit: [Amount]

I assure you that the potential subtenant is a responsible individual who is fully aware of the terms and conditions of the original lease agreement. Attached to this letter, you will find the necessary documentation including the subtenant's application for your review. Please confirm your acceptance of this sublease agreement by [Specify Date], so we can proceed with the necessary arrangements. Should you have any questions or require further information, feel free to reach out to me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]