

[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],

Subject: Request for Sublease of [Flat Address]

I hope this letter finds you well. I am writing to formally request your approval to sublease the flat located at [Flat Address] for business purposes.

The proposed subtenant, [Subtenant's Name], is a reputable [type of business/industry] with a solid background. They are looking to sublease the space from [start date] to [end date] to [brief explanation of business activities].

I assure you that [Subtenant's Name] understands the terms of the original lease and is prepared to comply with all the rules and regulations set forth in our lease agreement.

Please let me know if you need any more information or if there are any specific requirements you would like us to fulfill. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering this request.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Business Name, if applicable]
[Your Signature (if sending a hard copy)]