

[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 Lease Transfer

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] to [New Tenant's Name]. Due to [brief reason for lease transfer, e.g., job relocation, personal reasons], I will not be able to continue my lease, which is set to expire on [Lease Expiration Date].

[New Tenant's Name] is interested in assuming the remainder of my lease and is willing to comply with all terms and conditions outlined in the original lease agreement. I have attached their application and relevant documentation for your consideration.

I kindly ask that you review this request and inform me of your decision at your earliest convenience. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]