

[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 Subletting Permission

I hope this message finds you well. I am writing to formally request your permission to sublet my apartment located at [Your Apartment Address] for the period of [Start Date] to [End Date].

Due to [brief reason for subletting, e.g., work commitments, travel, etc.], I will be unable to reside in the apartment during this time. I believe that subletting the space will not only help cover my rental obligations but also ensure that the apartment is maintained in good condition.

I plan to sublet to [Name of Proposed Subtenant], who is [brief background of the subtenant, e.g., a responsible individual, a student, etc.]. I have ensured that they meet the requirements of our lease agreement, and I would be happy to provide additional information or references if needed.

Please let me know if you require any further details or if we can discuss this matter at your earliest convenience. I greatly appreciate your consideration and look forward to your prompt response.

Thank you for your understanding.

Sincerely,
[Your Name]