

[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],

I hope this letter finds you well. I am writing to formally request permission to sublet my apartment located at [Your Apartment Address] for the period of [start date] to [end date].

The reason for my request is [brief explanation of why you need to sublet, e.g., work relocation, temporary travel, etc.]. During my absence, I intend to sublet the apartment to [Name of Proposed Subtenant], who is [brief description of the subtenant, including their background or relationship to you].

I assure you that [Name of Proposed Subtenant] is responsible and trustworthy, and I will ensure they adhere to all lease terms and conditions. Additionally, I will continue to be fully responsible for the lease obligations during this subletting period.

Please let me know if you require any additional information or if there are specific procedures you would like me to follow regarding this request. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

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