

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

[Date]

[Landlord or Property Manager Name]  
[Landlord Address]  
[City, State, Zip Code]

RE: Request for Consent to Sublease - [Your Rental Address]

Dear [Landlord Name],

I am writing to formally request your written consent to sublease my apartment located at [Your Address] for the period beginning [Start Date] and ending [End Date].

I have identified a qualified subtenant, [Subtenant Name], who has agreed to abide by all the terms and conditions set forth in my original lease agreement. Enclosed with this letter, please find the following documents for your review:

- A copy of the proposed Sublease Agreement
- The subtenant's completed rental application
- Proof of income/employment for the subtenant
- [Optional: Background or credit check results]

I understand that according to my lease, I remain responsible for the monthly rent payments and the condition of the premises. I am confident that [Subtenant Name] will be a respectful and responsible occupant during my absence.

Please let me know if there are any additional forms or information required to process this approval. I look forward to receiving your written consent by [Date].

Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]