

[Current Date]

[Landlord's Name or Property Management Company]

[Landlord's Address]

[City, State, Zip Code]

RE: Notice of Lease Assignment and Change of Tenant

Dear [Landlord's Name],

I am writing to formally notify you of a request for Lease Assignment regarding the property located at [Property Address].

Currently, I, [Outgoing Tenant Name], am the registered tenant under the lease agreement dated [Lease Start Date]. Due to [brief reason, e.g., job relocation], I am requesting to assign my remaining interest in the lease to the following individual(s):

New Tenant Information:

Name: [Incoming Tenant Name]

Email: [Incoming Tenant Email]

Phone: [Incoming Tenant Phone Number]

The proposed effective date for this assignment is [Effective Date].

The incoming tenant has reviewed the existing lease agreement and agrees to assume all responsibilities, including rent payments and property maintenance, as of the effective date. Attached to this letter, you will find [List attachments, e.g., the New Tenant's rental application, credit report, or references] for your review and approval.

Please let me know the next steps to finalize the assignment documentation and if there are any administrative fees required to process this change.

Thank you for your time and cooperation.

Sincerely,

[Outgoing Tenant Signature]

[Outgoing Tenant Printed Name]

[Outgoing Tenant Phone Number]

[Incoming Tenant Signature]

[Incoming Tenant Printed Name]