

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email]

[Date]

[Landlord's Name]
[Landlord's Address]

Re: Request for Lease Assignment for [Property Address]

Dear [Landlord's Name],

I am writing to formally request your consent to assign my lease for the property located at [Property Address]. My current lease is scheduled to end on [Lease End Date].

Due to [Reason for leaving, e.g., job relocation/personal circumstances], I would like to transfer my lease obligations to a new tenant, [Proposed New Tenant's Name], effective [Proposed Start Date].

I have attached the following documents regarding the proposed new tenant for your review:

- Completed rental application
- Credit report
- Proof of income
- References

[Proposed New Tenant's Name] is prepared to assume all terms and conditions of the existing lease agreement. Please let me know the next steps for your screening process and if there are any specific forms or fees required to finalize this assignment.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]