

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

[Date]

[Landlord's Name/Property Management Company]
[Landlord's Address]
[City, State, Zip Code]

RE: Request for Consent to Assign Lease for [Property Address/Suite Number]

Dear [Landlord Name],

I am writing to formally request your written consent to assign the commercial lease agreement dated [Start Date of Lease] for the premises located at [Property Address].

According to the terms of our lease agreement, specifically Section [Insert Section Number regarding Assignment], I am seeking to assign all rights and obligations of the lease to the following proposed assignee:

Proposed Assignee Information:

Entity Name: [Name of New Business/Individual]
Contact Person: [Name]
Business Type: [Nature of Business]
Current Address: [Assignee's Current Address]

The proposed assignment is intended to take effect on [Proposed Effective Date].

Attached to this letter, please find the following documents for your review of the assignee's financial standing and business experience:

- Financial statements/Credit reports
- Business references
- A summary of the assignee's business experience

The proposed assignee intends to continue the use of the premises as [Description of Use], which is consistent with the current permitted use under our lease. I am happy to coordinate a meeting or provide additional information as needed to facilitate your approval process.

Please let me know if there are any specific forms or additional documentation required by your office. I look forward to receiving your response by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]