

Professional lease transfer notification

Subject: Request for Lease Transfer Approval

Dear [Landlord/Property Manager Name],

I am writing to formally request the transfer of my lease for the property located at [Property Address] to [New Tenant Name], effective from [Proposed Date]. The reason for this transfer is [brief explanation, e.g., relocation, job change, personal reasons].

[New Tenant Name] has agreed to assume all obligations under the existing lease, including payment of rent and maintenance responsibilities. I kindly request your approval of this transfer and the preparation of any necessary legal documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Contact Information]

[Lease Details]

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