

Professional transfer letter for relocation

Subject: Lease Transfer Request Due to Relocation

Dear [Property Manager],

Due to a job relocation effective [Date], I request the transfer of my lease for [Property Address] to [New Tenant Name]. The new tenant is fully capable and willing to adhere to all terms of the lease. Please advise on any required procedures or documentation to facilitate this transfer. I appreciate your cooperation.

Sincerely,

[Your Name]

[Contact Information]

[Lease Agreement Number]

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