

Personal request to landlord

Subject: Lease Transfer Request

Dear [Landlord Name],

I am writing to request a lease transfer for my apartment at [Property Address] to [New Tenant Name] due to personal circumstances. [New Tenant Name] is willing to assume all lease obligations.

Please provide instructions on the required documentation and approval process.

Best regards,

[Your Name]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/lease-property-or-apartment-transfer-letter>