

Formal request for subletting

Subject: Request for Subletting Permission

Dear [Landlord's Name],

I am writing to request your approval to sublet my apartment at [Address] for the period of [Start Date] to [End Date]. I will ensure that the subtenant adheres to all lease obligations and will remain responsible for the property.

The prospective subtenant, [Subtenant's Name], has been vetted and is financially reliable. I am happy to provide references and background checks if required.

I look forward to your confirmation.

Sincerely,

[Your Name]

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