

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's or Property Management Company's Name]  
[Their Address]  
[City, Postcode]

**Re: Request for Consent to Sublet at [Property Address]**

Dear [Landlord's/Property Manager's Name],

I am writing to formally request permission to sublet my property at [Property Address], where I am the leaseholder, in accordance with the terms of my lease agreement, which I understand requires obtaining written consent for any subletting arrangements.

The reason for my request is [briefly explain the reason for subletting, e.g., "a temporary work relocation" or "personal financial circumstances"]. I assure you that I intend to fully comply with all lease terms and will ensure that any subtenant is made aware of their responsibilities and obligations under the lease.

To provide you with full transparency, I can confirm that:

1. **Subtenant Information:** I will conduct appropriate checks on potential tenants to ensure they are reliable and responsible.
2. **Sublease Terms:** The terms of the sublet will be in line with the lease terms I currently hold, and I will continue to uphold all responsibilities as the leaseholder.
3. **Contact Information:** I will provide my updated contact information and remain available to address any issues or inquiries related to the property during the sublet period.

If you have any specific requirements or conditions regarding subletting, please do let me know, and I will be happy to comply. Additionally, I would be grateful if you could inform me of any associated fees or administrative steps that may be necessary to obtain formal consent for this arrangement.

Thank you for considering my request. I look forward to your response and to discussing any further information you might require.

Yours sincerely,  
[Your Full Name]