

# Lease Property Or Apartment Transfer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Landlord/Property Manager's Name]

[Property Management Company Name (if applicable)]

[Address]

[City, State, Zip Code]

Subject: Notice of Lease Property or Apartment Transfer

Dear [Landlord/Property Manager's Name],

I hope this letter finds you well. I am writing to inform you of my intention to transfer my lease agreement for the property/apartment located at [current address] to another individual. I have thoroughly enjoyed my time as a tenant at this property; however, due to personal circumstances, I find it necessary to transfer the lease to a new tenant.

As per the terms and conditions outlined in my lease agreement, I am providing you with the required notice period of [number of days specified in the lease agreement] days before my intended move-out date, which will be on [move-out date]. This will allow sufficient time for you to find a suitable replacement tenant and complete the necessary formalities for the transfer.

I kindly request your guidance on the lease transfer process and any documentation that needs to be completed. I am willing to cooperate and assist in finding a suitable replacement tenant to ensure a smooth and seamless transition.

Additionally, I understand that the security deposit I paid at the beginning of the lease term should be refunded to me in accordance with applicable state laws and the terms of the lease agreement.

Kindly inform me of the procedures to follow for the refund process.

Please find the following details of the prospective new tenant for the property/apartment:

Full Name of Prospective Tenant: [Prospective Tenant's Full Name]

Contact Number: [Prospective Tenant's Contact Number]

Email Address: [Prospective Tenant's Email Address]

I kindly request that you conduct the necessary background checks and screenings on the prospective tenant to ensure they meet the rental criteria and are financially capable of fulfilling the lease obligations.

If there are any specific forms or formalities required for this lease transfer, please provide them to me at your earliest convenience, and I will ensure they are promptly completed and returned.

Thank you for your attention to this matter. I have appreciated your responsiveness and support during my tenancy, and I trust that the lease transfer process will be handled efficiently.

Should you have any questions or require any further information, please do not hesitate to contact me via email at [your email address] or by phone at [your phone number].

I look forward to working together to facilitate a successful lease transfer and wish to extend my gratitude for your understanding.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical letter]