

October 1, 2022

To: Joe Landlord  
100 Main Street  
Sudbury, Ontario  
P0M 0A4  
[joe@landlord.ca](mailto:joe@landlord.ca)

From: Good Tenant  
123 Any Street  
Unit 100  
Sudbury, Ontario  
P0M 0A4  
[good@tenant.ca](mailto:good@tenant.ca)

Dear Joe Landlord:

I am asking for permission to assign my unit to Jane Smith.

I would like the assignment to start on October 1, 2022.

I will pay any reasonable expenses you have related to the assignment. Please give me a copy of the receipts. As a reminder, the courts and the Landlord and Tenant Board have said that costs, such as cleaning costs and damage deposits, are **not** reasonable expenses.

I would appreciate a reply by September 22, 2022.

Let me know if you need any more information.

Signed by,

*Good Tenant*

Good Tenant