

Date: [Date]

[New Roommate Name]

[Current Tenant Names]

[Property Address]

[City, State, Zip Code]

Subject: Enclosed Lease Addendum for Roommate Addition

Dear [Tenant Names],

Following your recent request to add a new occupant to your household, I have enclosed the Lease Addendum for the property located at [Property Address].

This document officially adds [New Roommate Name] as a co-tenant. Please note that all residents remain jointly and severally liable for all terms and conditions outlined in the original Lease Agreement, including the full payment of rent.

**Instructions for Signature:**

- All current tenants and the new roommate must sign and date the enclosed addendum.
- Please return the signed document to [Landlord/Management Name] by [Due Date].
- Keep a copy of the fully executed document for your records.

The addition of the new roommate is not officially approved until I have received the signed addendum from all parties.

If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Company Name, if applicable]