

Date: [Insert Date]

To: [Landlord or Property Manager Name]
[Management Company Name, if applicable]
[Address]

Re: Request to Add a Roommate to Lease Agreement for [Rental Address]

Dear [Landlord Name],

I am writing to formally request an addendum to my current lease agreement for the property located at [Insert Address]. I would like to add [Proposed Roommate Name] as a co-tenant to my lease starting on [Proposed Start Date].

Enclosed/Attached with this letter, you will find [Proposed Roommate Name]'s completed rental application, along with the required background check fee and supporting documentation for your review.

We understand that adding a new tenant is subject to your approval and that [Proposed Roommate Name] must meet your standard screening criteria. Once approved, we are prepared to sign a formal lease addendum reflecting this change.

Thank you for your time and for considering this request. Please let me know if you require any additional information or if you would like to schedule a time to meet.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]