

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Approval of Roommate Addition

Dear [Tenant Name],

This letter is to formally notify you that your request to add [New Roommate Name] as a resident to your current lease agreement at [Property Address] has been approved.

The approval is based on the following conditions:

- The new resident must sign the attached Lease Addendum by [Date].
- The maximum occupancy for the unit remains [Number] persons.
- All current tenants and the new roommate are now jointly and severally liable for all terms of the lease, including rent payments and property damage.

Please find the Lease Addendum attached to this letter. All parties, including the new roommate, must sign and return it to the management office before the new roommate moves in.

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

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Company Name]