

Date: [Insert Date]

[Landlord or Property Manager Name]  
[Property Management Company Name, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: Request to Add a Roommate to the Lease - [Rental Property Address]**

Dear [Landlord Name],

I am writing to formally request your written authorization to add a new roommate to my current lease agreement for the property located at [Rental Address].

The proposed new tenant is [Prospective Roommate Name]. I have attached their completed rental application and the required background check documents for your review.

If approved, we understand that [Prospective Roommate Name] will be added to the lease as a co-tenant and will be equally responsible for the terms of the agreement, including rent payments and property maintenance. I am also prepared to pay any administrative fees associated with updating the lease document.

Please let me know if you require any additional information or if you would like to schedule an interview with the prospective roommate. I look forward to your response.

Sincerely,

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