

[Landlord or Property Manager Name]  
[Address]  
[City, State, Zip Code]  
[Date]

[Tenant Name]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Denial Regarding Roommate Application**

Dear [Tenant Name],

Thank you for submitting the application for [Proposed Roommate Name] to be added as a co-tenant to your current lease agreement at [Rental Address].

After reviewing the application and supporting documentation, I am writing to inform you that the request to add [Proposed Roommate Name] as a roommate has been denied at this time.

This decision was based on the following reason(s):

- [Insert Reason: e.g., Failure to meet credit score requirements]
- [Insert Reason: e.g., Unsatisfactory background check results]
- [Insert Reason: e.g., Insufficient income verification]
- [Insert Reason: e.g., Maximum occupancy limits of the unit]

Please remember that per your signed lease agreement, only authorized occupants listed on the lease are permitted to reside in the unit. Having an unauthorized person living on the premises is a violation of your rental contract.

If you have any questions regarding this decision, you may contact the office at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Property Management Company Name]