

[Your Name]
[Current Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

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

Dear [Landlord Name],

I am writing to formally request your approval to add a roommate to my current lease agreement for the property located at [Your Address].

The proposed roommate's name is [Prospective Roommate Name]. I believe they will be a responsible addition to the household. I have attached their completed rental application and the required background check documents for your review.

If approved, I understand that [Prospective Roommate Name] will need to be added to the lease agreement and will be equally responsible for the terms of the lease, including rent payments and property maintenance. We are prepared to sign a lease addendum or a new lease agreement as per your preference.

Please let me know the next steps in your screening process or if there are any additional fees required for this application. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]