

Date: [Date]

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

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

Dear [Landlord Name],

I am writing to formally request a modification to my current lease agreement for the property located at [Your Address]. I would like to add a new roommate, [Prospective Roommate Name], to the lease effective [Proposed Start Date].

[Prospective Roommate Name] is interested in becoming a co-tenant and is prepared to undergo your standard screening process, including credit and background checks. I have attached their completed rental application and supporting documents for your review.

I understand that adding a person to the lease may require a formal amendment or a new lease agreement. Please let me know the next steps, any associated fees for the application, and if you require any additional information.

Thank you for your time and consideration of this request. I look forward to hearing from you soon.

Sincerely,

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