

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

[Date]

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

Re: Request to Add a New Roommate to Lease - [Your Apartment Number/Address]

Dear [Landlord Name],

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

The proposed new roommate is [Name of New Roommate]. They are interested in joining the lease starting from [Proposed Start Date].

Attached to this letter, please find the following documents for [Name of New Roommate] to assist with your screening process:

- Completed rental application
- Proof of income/employment
- Copy of government-issued ID
- [Any other required documents]

I understand that the new roommate will need to undergo your standard background and credit checks. We are also prepared to sign a lease amendment or a new lease agreement as per your requirements.

Thank you for your time and for considering this request. I look forward to hearing from you regarding the next steps.

Sincerely,

[Your Signature]
[Your Printed Name]