

Date: [Date]

To: [Landlord or Property Manager Name]

[Landlord Address]

[City, State, Zip Code]

Re: Notice of Intent to Add a Roommate at [Your Rental 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 [Your Rental Address].

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

I understand that the addition of a new tenant is subject to your approval and may require an amendment to the existing lease agreement. We are prepared to sign any necessary paperwork to ensure all parties are legally documented on the lease.

Please let me know if there are any additional fees, documents, or procedures required to finalize this request. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]