

[Your Name]
[Current Date]

[Landlord or Property Manager Name]
[Property Management Company]
[Property Address]

RE: Request to Add a Roommate to Lease - [Your Apartment Address/Unit Number]

Dear [Landlord Name],

I am writing to formally request the addition of a new roommate to my current lease agreement for the property located at [Address].

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

We would like this change to be effective as of [Proposed Start Date]. We understand that [Prospective Roommate Name] will need to be added to the lease via an amendment and will be equally responsible for the terms of the agreement and rent payments.

Please let me know the next steps in your approval process and if there are any additional fees associated with this application.

Thank you for your time and consideration.

Sincerely,

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