

[Your Name]  
[Current Date]

[Property Manager/Landlord Name]  
[Property Management Company Name]  
[Property Address/Office Address]

**RE: Request to Add a Roommate to Lease - [Your Rental Address]**

Dear [Property Manager Name],

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

The proposed new tenant is [Prospective Roommate Name]. We would like this change to be effective as of [Proposed Start Date].

[Prospective Roommate Name] understands that they must undergo your standard screening process, including a background check and credit application. Please let us know the necessary steps to begin this application and if there are any associated fees.

Once approved, we are prepared to sign a lease amendment or a new rental agreement as required. All other terms of the original lease will remain in effect, and I will continue to be responsible for the full rent payment.

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

Sincerely,

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