

[Your Name]  
[Current Date]

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

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

Dear [Landlord Name],

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

The proposed roommate's name is [Prospective Roommate Name]. They are interested in joining the lease effective [Proposed Start Date]. We understand that this addition is subject to your approval and a formal background and credit check. [Prospective Roommate Name] is prepared to submit a rental application and pay any required processing fees immediately.

I have enjoyed living at this property and have always maintained my obligations under the lease. I believe [Prospective Roommate Name] will be a responsible co-tenant. We are happy to sign a lease addendum or a new lease agreement to reflect this change.

Please let me know the next steps in your application process or if you require any additional information.

Thank you for your time and consideration.

Sincerely,

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