

[Landlord or Property Manager Name]  
[Landlord Address]  
[City, State, Zip Code]

Date: [Current Date]

**RE: Request for Consent to Add a Roommate**

Dear [Landlord Name],

I am currently a tenant at [Rental Property Address] under a lease agreement dated [Lease Start Date].

I am writing to formally request your written consent to add [New Roommate Name] to the lease agreement as a co-tenant, effective [Proposed Start Date].

Attached to this letter, you will find [New Roommate Name]'s completed rental application and supporting documents for your review and background check. We understand that this addition is subject to your approval and any necessary lease amendments.

We agree to comply with all terms and conditions of the existing lease. Please let us know if there are any additional fees or steps required to finalize this request.

Thank you for your time and consideration.

Sincerely,

[Current Tenant Signature]  
[Current Tenant Printed Name]  
[Phone Number]  
[Email Address]

**Consent of Landlord:**

I, [Landlord Name], hereby consent to the addition of [New Roommate Name] to the lease for the premises located at [Rental Property Address].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_