

[Your Name]
[Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

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

Dear [Landlord Name],

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

The proposed new roommate is [Prospective Roommate Name]. I believe they will be a responsible addition to the household. Attached to this letter, you will find their completed rental application and the required background check fee of \$[Amount].

I understand that [Prospective Roommate Name] must pass your standard screening process. Once approved, I am happy to sign a lease amendment or a new lease agreement to include them as a co-tenant.

Please let me know the next steps or if you require any additional documentation to process this request. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]