

Date: [Date]

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]

Subject: Acknowledgment of Roommate Departure - [Property Address]

Dear [Landlord Name],

This letter is to formally acknowledge that [Departing Roommate Name] will be vacating the premises located at [Property Address] effective [Departure Date].

As of the date mentioned above, [Departing Roommate Name] will no longer reside at the property and wishes to be removed from the lease agreement. The remaining tenant(s), [Remaining Tenant Name(s)], will continue to occupy the unit and assume full responsibility for the terms of the lease, including the total monthly rent of \$[Rent Amount].

Regarding the security deposit, we have agreed to the following (check one):

- The departing roommate waives their right to a refund from the landlord, and the full deposit shall remain with the lease.
- The remaining tenants have bought out the departing roommate's share of the deposit.

We request that you provide a written confirmation or a lease amendment reflecting this change in occupancy.

Sincerely,

[Departing Roommate Signature & Name]

[Remaining Tenant Signature & Name]

[Landlord Acknowledgment Signature]