

Date: [Insert Date]

To: [Landlord or Property Management Name]

Property Address: [Insert Full Address of the Rental Property]

Subject: Mutual Agreement for Roommate Removal and Lease Amendment

Dear [Landlord Name],

This letter serves as formal notification and a mutual request to amend the current lease agreement for the property located at the address mentioned above.

It has been mutually agreed upon by all parties currently signed to the lease that **[Name of Departing Roommate]** will be moving out and should be removed from the lease agreement effective **[Insert Move-Out Date]**.

The remaining tenant(s), **[Name(s) of Remaining Roommate(s)]**, wish to continue the lease and hereby accept full responsibility for the total monthly rent payment, utilities, and all other obligations outlined in the original lease agreement as of the effective date.

Regarding the security deposit: [Choose one: The departing roommate waives their right to the security deposit held by the landlord / The remaining tenants have reimbursed the departing roommate for their portion of the deposit].

Please provide written confirmation of this change or an updated lease agreement for all parties to sign.

Sincerely,

Departing Tenant Signature

Name: [Printed Name]

Date:

Remaining Tenant Signature

Name: [Printed Name]

Date:

Landlord/Manager Signature

Name: [Printed Name]

Date: