

[Date]

[Outgoing Tenant Name]

[Remaining Tenant Name(s)]

[Property Address]

[Unit Number]

Re: Approval of Request for Roommate Removal and Lease Amendment

Dear [Tenant Names],

This letter serves as formal notification that [Property Management Company/Landlord Name] has approved the request to remove [Outgoing Tenant Name] from the residential lease agreement for the property located at [Property Address].

Effective as of [Date of Removal], [Outgoing Tenant Name] is no longer considered a legal tenant under the lease agreement and is released from all future obligations regarding rent payments and property maintenance. However, the outgoing tenant remains liable for any damages or unpaid balances incurred prior to this effective date.

The remaining tenant(s), [Remaining Tenant Name(s)], shall remain fully responsible for the total monthly rent of \$[Rent Amount] and all other terms and conditions outlined in the original lease agreement.

**Security Deposit Notice:**

Please be advised that the security deposit currently held by the landlord will remain with the unit. Any reimbursement to the outgoing tenant must be handled privately between the roommates. The landlord will not issue a partial refund at this time. A full accounting of the deposit will only be conducted when the unit is completely vacated by all parties.

Please find the attached Lease Amendment. All parties, including the outgoing and remaining tenants, must sign and return this document by [Deadline Date] to finalize this change.

If you have any questions, please contact the management office at [Phone Number].

Sincerely,

[Signature]

[Name of Property Manager]

[Property Management Company Name]