

Date: [Date]

[Tenant Name(s)]
[Property Address]
[Unit Number]
[City, State, Zip Code]

Subject: Denial of Request to Remove Roommate from Lease

Dear [Tenant Name(s)],

We are writing to formally respond to your request dated [Date of Request] regarding the removal of [Roommate Name] from the current lease agreement for the property located at [Property Address].

After reviewing the request and the current lease terms, we are unable to approve the removal of the roommate at this time for the following reason(s):

- [Reason 1: e.g., The remaining tenant(s) do not meet the minimum income requirements independently.]
- [Reason 2: e.g., All parties named on the original lease must sign a mutual release, which has not been provided.]
- [Reason 3: e.g., Policy does not allow for lease modifications until the current term expires.]

Please be advised that all individuals currently listed on the lease agreement remain jointly and severally liable for the full monthly rent payments and any damages to the premises until the lease expiration date of [Lease End Date].

If you wish to discuss this further or provide additional documentation for reconsideration, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Management Name/Property Manager]
[Company Name]