

Date: [Date]

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

RE: Request for Roommate Replacement and Lease Amendment

Dear [Landlord Name],

We are writing to you as the current tenants of the property located at [Property Address]. This letter is to formally request a modification to our existing lease agreement regarding a change in occupants.

One of our current roommates, [Name of Departing Roommate], will be moving out of the unit on [Departure Date]. We have found a prospective new roommate, [Name of New Roommate], to take their place and assume their responsibilities under the lease starting [Start Date].

The proposed new tenant, [Name of New Roommate], is prepared to:

- Complete your standard rental application.
- Provide any necessary documentation for credit and background checks.
- Pay any required administrative fees for the lease modification.
- Sign an amendment to the lease agreement assuming all terms and conditions.

Regarding the security deposit, [explain how the deposit will be handled, e.g., the new roommate will pay the departing roommate directly, or request the landlord to handle the transfer].

Please let us know the next steps required to approve this replacement and finalize the lease amendment. Thank you for your time and assistance.

Sincerely,

[Your Name]
[Remaining Roommate Name(s)]
[Departing Roommate Name]
[New Roommate Name]

Phone: [Your Phone Number]
Email: [Your Email Address]