

[Your Name]  
[Your Phone Number]  
[Your Email]

[Date]

[Landlord or Property Manager Name]  
[Property Management Company Name, if applicable]  
[Address]

Re: Request to Remove Roommate from Lease - [Rental Address]

Dear [Landlord Name],

I am writing to formally request the removal of [Roommate's Name] from our current lease agreement for the property located at [Address].

[Roommate's Name] intends to vacate the premises on [Move-out Date]. I wish to remain in the unit and take over full responsibility for the lease and rent payments effective [Date].

Please find the following attached for your review:

- A written statement from [Roommate's Name] confirming their intent to vacate and surrender their interest in the security deposit.
- My most recent proof of income to demonstrate my ability to cover the full rent independently.

Please let me know the next steps for signing an updated lease agreement or an addendum to reflect this change. I am happy to pay any administrative fees associated with this request as outlined in our original lease.

Thank you for your time and cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]