

Date: [Insert Date]

To: [Roommate Name]

# Subject: Welcome and Lease Renewal Confirmation

Dear [Roommate Name],

We are very excited to officially welcome you to the household! We are looking forward to having you as a roommate and hope you find the space comfortable and welcoming.

As previously discussed, this letter serves as a formal confirmation of your addition to the lease. Please find the details regarding the upcoming lease term below:

- **New Lease Term:** [Start Date] to [End Date]
- **Monthly Rent Amount:** \$[Amount]
- **Security Deposit Paid:** \$[Amount]
- **Utility Split:** [Insert details, e.g., Split equally among all roommates]

Enclosed/Attached is the updated lease agreement. Please review the document carefully, sign where indicated, and return it by [Due Date].

If you have any questions regarding the house rules, shared expenses, or maintenance requests, please feel free to reach out at any time.

Welcome home!

Best regards,

[Your Name]

[Your Phone Number]

[Your Email]