

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

[Date]

[Landlord or Property Manager Name]  
[Property Management Company Name]  
[Property Address]

Re: Lease Renewal and Addition of New Roommate for [Rental Address]

Dear [Landlord Name],

I am writing to formally request a renewal of the lease agreement for the property located at [Rental Address], which is currently set to expire on [Current Lease End Date].

Along with this renewal, I would like to request the addition of [New Roommate Name] to the lease agreement as a co-tenant. [New Roommate Name] has reviewed the terms of the current lease and is prepared to undergo any required background or credit checks. Attached to this letter, you will find their completed rental application and supporting documentation.

We are proposing a renewal term of [Length of Time, e.g., 12 months], beginning on [Start Date].

Please let us know if you approve this addition and if you have a specific lease addendum or a new lease agreement for us to sign. We look forward to continuing our tenancy at your property.

Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]

[New Roommate Signature]  
[New Roommate Printed Name]