

Date: [Current Date]

To: [Landlord or Property Manager Name]
[Management Company Name, if applicable]
[Address Line 1]
[Address Line 2]

Subject: Request for Lease Renewal and Addition of New Roommate

Dear [Landlord Name],

I am writing to you regarding the lease agreement for the property located at [Your Current Address]. My current lease is scheduled to expire on [Lease End Date].

I would like to request a renewal of the lease for another [Term, e.g., 12 months]. In addition, I am requesting your approval to add a new roommate to the lease agreement.

The proposed new tenant is [Name of New Roommate]. [He/She/They] is/are prepared to undergo your standard background and credit screening process and will complete any necessary application forms required by your office.

Please let me know the next steps for the application process and provide any documents that need to be signed by both myself and the prospective roommate.

Thank you for your time and for considering this request. I look forward to hearing from you soon.

Sincerely,

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