

Date: [Insert Date]

[Tenant Name(s)]  
[Property Address]  
[City, State, Zip Code]

Subject: Approval of Roommate Addition and Lease Renewal

Dear [Tenant Names],

This letter is to formally notify you that your request to add [New Roommate Name] to the lease agreement for the property located at [Property Address] has been approved.

In conjunction with this addition, your request to renew the lease has also been accepted. The renewed lease term will begin on [Start Date] and expire on [End Date].

The updated terms are as follows:

- **New Monthly Rent:** \$[Amount]
- **Security Deposit Balance:** \$[Amount]
- **Total Occupants:** [Number]

Enclosed is the new lease agreement. Please ensure that all residents, including the new roommate, review and sign the document. The signed lease must be returned to our office by [Deadline Date].

Please note that all tenants are jointly and severally liable for all terms and conditions outlined in the lease agreement.

If you have any questions, please contact [Landlord/Management Name] at [Phone Number] or [Email].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Landlord/Property Management Company Name]