

Date: [Date]

[Landlord Name]

[Landlord Address]

[City, State, Zip Code]

[Current Tenant Names]

[Property Address]

[Unit Number]

Dear [Landlord/Property Manager Name],

This letter serves as formal notice regarding our intent to renew the lease for the property located at [Property Address], which is currently set to expire on [Current Lease End Date].

We would like to request the addition of a new tenant, [New Roommate Name], to the lease agreement effective [Start Date]. We have attached their completed rental application and supporting documents for your review and background check.

We understand that the addition of a new occupant and the renewal of the lease may result in a rent adjustment. We are prepared to discuss the new monthly rent amount of \$[Proposed Rent Amount] for the upcoming term of [Lease Duration, e.g., 12 months].

Please let us know the next steps for signing the renewed lease agreement and if you require any further information regarding the new roommate.

Thank you for your time and continued cooperation.

Sincerely,

[Current Tenant 1 Signature & Name]

[Current Tenant 2 Signature & Name]

[Prospective Roommate Signature & Name]