

[Date]

[Landlord or Property Manager Name]

[Address]

[City, State, Zip Code]

**Subject: Request for Lease Renewal and Addition of Roommate**

Dear [Landlord Name],

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

In addition to the renewal, we would like to request the addition of a new tenant to the lease agreement: [New Roommate Name].

Please find the following information regarding this request:

- Proposed Lease Term: [Start Date] to [End Date]
- New Tenant Name: [New Roommate Name]
- New Tenant Contact Information: [Email/Phone Number]

We understand that the new roommate will need to complete your standard application and background check process. Please let us know the necessary steps and provide any required documents for their signature.

Once approved, we are prepared to sign the updated lease agreement. We look forward to hearing from you regarding the next steps.

Sincerely,

[Current Tenant 1 Name]

[Current Tenant 2 Name]

[New Roommate Name (if required for signature)]