

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

Subject: Approval of Additional Occupant and Rent Adjustment

Dear [Tenant Name],

This letter is to formally approve your request to add [Name of New Occupant] as an additional occupant to your rental unit located at [Property Address].

As per the terms of your lease agreement regarding additional occupants and increased utility/wear-and-tear costs, your monthly rent will be adjusted. Please find the details of the change below:

- **Current Monthly Rent:** \$[Amount]
- **Additional Occupant Fee:** \$[Amount]
- **New Total Monthly Rent:** \$[Amount]
- **Effective Date:** [Date]

Please note that all other terms and conditions of your original lease agreement remain in full force and effect. The new occupant is expected to comply with all building rules and regulations.

If you have any questions regarding this adjustment, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]