

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Landlord or Property Manager Name]
[Address]
[City, State, Zip Code]

RE: Request to Add Roommate and Security Deposit Update for [Rental Address]

Dear [Landlord Name],

I am writing to formally request the addition of a new roommate, [Name of New Roommate], to my current lease agreement for the property located at [Rental Address].

Attached to this letter, you will find the completed rental application and necessary documentation for [Name of New Roommate] for your review and approval.

I understand that adding a tenant may require an adjustment to the security deposit. Please let me know the additional amount required to cover the new occupant. Once approved, I will ensure the additional deposit is paid promptly via [your preferred payment method].

Please provide a revised lease agreement or a written addendum reflecting this change once the screening process is complete.

Thank you for your time and assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email]