

Date: [Date]

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

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

Subject: Approval of Roommate Move-Out and Lease Amendment

Dear [Remaining Tenant Names],

This letter serves as formal written approval regarding the request for [Departing Roommate Name] to vacate the premises located at [Property Address] and be removed from the lease agreement effective [Move-Out Date].

The Landlord agrees to release [Departing Roommate Name] from all future obligations under the lease agreement, provided the following conditions are met:

- The remaining tenant(s) assume full responsibility for the total monthly rent of \$[Rent Amount].
- A walk-through of the premises is completed (if required).
- Any outstanding utilities or fees are settled prior to the departure date.

Regarding the security deposit, the Landlord will not be issuing a partial refund at this time. The original security deposit of \$[Deposit Amount] will remain on file and will be handled according to the lease terms upon the final vacancy of the unit by all remaining tenants. Any reimbursement to the departing roommate is a private matter to be settled between the tenants.

All other terms and conditions of the original lease agreement dated [Original Lease Date] remain in full force and effect.

Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Landlord Signature]

Acknowledgment by Remaining Tenant(s):

_____ Date: _____

Acknowledgment by Departing Tenant:

_____ Date: _____