

# Rental Agreement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Roommate's Name]

[Roommate's Address]

[City, State, Zip Code]

## **Subject: Request for Rental Agreement**

Dear [Roommate's Name],

I hope this message finds you well. I am writing to formally request a rental agreement for our roommate arrangement at [Apartment/House Address]. I believe it is important for both of us to have a documented understanding of our responsibilities and obligations as roommates.

In the agreement, I suggest we include:

- Monthly rent amount and payment due date
- Security deposit information
- Utilities and shared expenses
- House rules and guest policies
- Lease duration and renewal options

Thank you for considering this request. I look forward to discussing this with you at your earliest convenience.

Best regards,

[Your Name]