

Request for Guest Accommodation Approval

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request your approval for a guest to stay at my apartment located at [Your Apartment Address].

The details of the guest are as follows:

Name: [Guest's Name]
Relationship: [Relationship to You]
Duration of Stay: [Start Date] to [End Date]

I assure you that my guest will adhere to all the terms of our lease agreement and will respect the property and community guidelines.

Please let me know if you require any additional information or if there is a formal process I should follow for this request. I look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]