

Tenant Authorized Guest List Modification Request

Date: [Insert Date]

[Landlord/Property Manager's Name]

[Landlord/Property Management Company]

[Property Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to request a modification to my authorized guest list for my unit at [Your Apartment/Unit Number].

Due to [brief explanation of circumstances, e.g., changes in personal relationships, visitors, etc.], I would like to add/remove the following individuals from my authorized guest list:

Guests to Add:

- [Guest Name 1] - [Relationship or reason]
- [Guest Name 2] - [Relationship or reason]

Guests to Remove:

- [Guest Name 3] - [Previous relationship or reason]
- [Guest Name 4] - [Previous relationship or reason]

Please let me know if you require any additional information or documentation to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Apartment/Unit Number]

[Your Contact Information]