

Tenant Guest Approval Change Request

Date: [Insert 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 a change in the approval of my guest, [Guest's Name], who has been staying at my residence located at [Tenant's Address].

Due to [reason for change], I would like to request approval for [Guest's Name] to continue their stay from [start date] to [end date]. I have ensured that [he/she/they] will adhere to all community rules and regulations during this period.

Please let me know if you require any further information or if there are forms I need to complete. I appreciate your understanding and support in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]