

Tenant's Authorized Visitor Revision

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a revision to the list of authorized visitors permitted to access my residence at [Tenant's Address].

The following individuals are to be added as authorized visitors:

- [Visitor Name 1] - [Relationship/Reason]
- [Visitor Name 2] - [Relationship/Reason]

Additionally, I would like to remove the following individual from the authorized visitor list:

- [Visitor Name 3] - [Reason for Removal]

If you have any questions concerning this revision or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]