

Rental Application

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Property Address: [Insert Property Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request the inclusion of a new roommate in my current rental agreement for the property located at [Insert Property Address].

The prospective roommate, [Insert Roommate's Name], has expressed interest in sharing the apartment, and I believe they would be a great fit. [Insert a brief description of the prospective roommate, such as their employment status, rental history, or any relevant background information.]

I kindly ask for your approval of this change to the lease. [Insert Roommate's Name] is prepared to complete any necessary application forms and provide references as needed. I am confident that this arrangement will be beneficial for all parties involved.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]