

# Rental Application for Name Change on Lease

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 name change on the lease agreement for the property located at [Property Address].

The current lease is in the name of [Current Tenant's Name], and I would like to request that the lease be updated to include [New Tenant's Name]. This change is due to [brief explanation of reason for name change, e.g., new roommate, marriage, etc.].

All other terms of the lease will remain unchanged. We assure you that [New Tenant's Name] will adhere to all responsibilities and obligations set forth in the lease agreement.

Please let us know if you need any further information or documentation to process this request. We appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]