

Approval Letter for Adding a Roommate

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are pleased to inform you that your request to add a roommate, [Roommate's Name], to your lease has been approved. After reviewing your application, we believe that this addition will be beneficial to all parties involved.

Please ensure that [Roommate's Name] completes all necessary documentation and is added to the lease by [Insert Deadline]. Both you and [Roommate's Name] are responsible for adhering to the terms and conditions of the lease agreement.

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]