

Request for New Roommate Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Property Manager's Name]

[Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for a new roommate to move into my apartment located at [Apartment Address]. My current roommate, [Current Roommate's Name], will be vacating the premises on [Date of Departure], and I would like to invite [New Roommate's Name] to take over their lease.

[New Roommate's Name] is a responsible individual with a steady income and excellent references, which I would be happy to provide upon request. I believe they would be a great fit for the apartment and the community.

Please let me know if there are any forms or additional information you require to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]