

Roommate Addition Approval Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request your approval to add a new roommate to my lease at [Apartment Address]. Due to [brief explanation, e.g., circumstances requiring a new roommate], I would like to introduce [New Roommate's Full Name] as a potential addition.

[New Roommate's Full Name] is [brief description of the new roommate, e.g., a responsible individual, their occupation, or relationship to you]. I believe they would be a great fit for our living arrangement and would help maintain a positive environment.

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

Thank you for your consideration.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Apartment Address]