

Roommate Addition Notification

Date: [Insert Date]

To: [Current Roommate's Name]

From: [Your Name]

Subject: Notification of New Roommate Addition

Dear [Current Roommate's Name],

I hope this message finds you well. I am writing to inform you that we will be adding a new roommate to our apartment. Their name is [New Roommate's Name], and they will be moving in on [Move-In Date].

[New Roommate's Name] is [provide a brief introduction about the new roommate, such as their job, interests, or background]. I believe they will be a great addition to our living situation.

Please let me know if you have any questions or if you would like to meet [New Roommate's Name] before their move-in date.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Contact Information]