

# Lease Addendum for Roommate Addition

Date: [Insert Date]

To: [Landlord's Name]  
[Landlord's Address]  
[Landlord's City, State, Zip Code]

From: [Your Name]  
[Your Address]  
[Your City, State, Zip Code]

Subject: Request for Roommate Addition Approval

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request your approval for the addition of a new roommate to our lease agreement for the property located at [Property Address].

The prospective roommate's details are as follows:

- Name: [Roommate's Name]
- Email: [Roommate's Email]
- Phone: [Roommate's Phone Number]

[Roommate's Name] is willing to comply with all terms outlined in the original lease agreement, and I believe they will be a responsible tenant.

Please let me know if you require any additional information or documentation regarding this request. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]