

# Roommate Addition Request

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Property Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request the addition of a new roommate to our co-living space at [property address].

The prospective roommate's name is [New Roommate's Name], and they are interested in moving in on [proposed move-in date]. They are currently [brief description of new roommate, e.g., studying at XYZ University, working at ABC Company, etc.]. I believe they will be a great fit for our living environment.

We understand and respect the terms of our lease agreement and will ensure that [New Roommate's Name] complies with all rules and guidelines outlined therein. We would also be happy to provide any necessary documentation or references required for your approval.

Thank you for your consideration. We look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Current Roommate(s) Name(s)]

[Your Signature (if sending a hard copy)]