

# Roommate Addition Request

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the addition of a new roommate to my current housing arrangement for the upcoming semester. My name is [Your Name], and I currently reside in [Your Current Room/Apartment Number] in [Housing Name].

I would like to request the addition of [New Roommate's Name], who is [brief description of the new roommate, e.g., "a fellow student majoring in Biology" or "a close friend from my hometown"]. I believe that accommodating [New Roommate's Name] in my current living space will be beneficial for both of us and will help enhance our overall college experience.

If you require any further information or documentation to process this request, please let me know. Thank you for considering my application for this roommate addition. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]