

# Roommate Addition Request

Date: [Insert Date]

To: [Housing Authority/Property Management Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Request for Roommate Addition

Dear [Housing Authority/Property Management Name],

I hope this message finds you well. I am writing to formally request the addition of a new roommate to our group housing unit located at [Your Address].

The proposed roommate, [New Roommate's Name], is interested in moving in on [Desired Move-in Date]. [New Roommate's Name] is [briefly describe your new roommate, e.g., a student, a working professional, etc.]. We believe that this arrangement will be mutually beneficial and compliant with our housing agreement.

We understand the need to adhere to certain guidelines and policies regarding roommate additions, and we assure you that [New Roommate's Name] will meet all necessary requirements, including [mention any relevant conditions, like deposit payment, background checks, etc.].

We appreciate your assistance in processing this request and look forward to your prompt response. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]