

Roommate Addition Request

Date: [Insert Date]

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 house-sharing agreement for the property located at [Property Address].

The proposed roommate, [New Roommate's Full Name], is interested in moving in on [Proposed Move-In Date]. [He/She/They] is [a brief introduction about the new roommate, such as age, occupation, and any relevant details].

In accordance with our existing house-sharing agreement, I wanted to ensure that this change is acknowledged and approved by all parties involved. [New Roommate's Full Name] is willing to comply with all terms set forth in the original agreement and will contribute to the household responsibilities and expenses.

Thank you for considering this request. If you require any further information or documentation regarding my new roommate, please feel free to reach out to me.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Current Address]