

Roommate Addition Request

Date: [Insert Date]

To: [Property Management Name]

Address: [Property Management Address]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request the addition of a new roommate to my rental unit located at [Your Address]. The current lease is under my name, and I would like to add [New Roommate's Full Name] as a co-tenant.

[New Roommate's Full Name] is [briefly describe your new roommate, e.g., their occupation, relationship to you, or other relevant details]. We believe that their addition to the household will not only help share expenses but also create a positive living environment.

We would appreciate it if you could provide us with the necessary information and requirements for this process. Please let us know if there are any forms to fill out or additional documentation needed.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Apartment Number]