

Roommate Addition Request

Date: [Insert Date]

To: [Facility Manager's Name]

[Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Facility Manager's Name],

I hope this letter finds you well. I am writing to formally request the addition of a new roommate to my current living arrangement at [Room/Apartment Number], effective [Desired Start Date].

The prospective roommate, [Roommate's Name], is seeking to join the community and believes this arrangement will be mutually beneficial. [He/She/They] is [brief description of roommate's background and reasons for joining]. I am confident that [he/she/they] will contribute positively to our living environment.

Please let me know the necessary steps to process this request, as well as any additional information or documentation required. I appreciate your consideration and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]