

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request approval to add a new roommate to our shared apartment located at [Apartment Address].

Due to [reason for needing a new roommate, e.g., current roommate moving out, financial reasons], we would like to add [New Roommate's Name] to our lease. [New Roommate's Name] is a responsible individual and will adhere to all the terms of the lease agreement.

We have ensured that [he/she/they] meets all requirements set forth in our lease agreement, including [any specific requirements if applicable, e.g., income verification, background check]. I believe that their addition will be beneficial to our living arrangement.

Thank you for considering our request. Please let us know if you require any additional information or if we can schedule a time to discuss this matter further.

Sincerely,

[Your Name]

[Current Roommate's Name]