

Request for Roommate Addition

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

From: [Your Name]

Address: [Your Apartment Address]

Email: [Your Email Address]

Phone: [Your Phone Number]

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 my short-term lease at [Apartment Address]. Due to [briefly state reason for adding a roommate, e.g., financial assistance, companionship], I believe that adding [New Roommate's Name] would greatly benefit our living situation.

[New Roommate's Name] is [provide a brief description of the new roommate, e.g., their background, occupation, and any relevant information]. I am confident that they will be a responsible tenant and contribute positively to our household.

Please let me know if you need any further information or if there are specific procedures we need to follow for this request. I appreciate your consideration and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]