

Roommate Addition Request

Date: [Insert Date]

To: [Property Owner/Manager's Name]

[Property Management Company Name]

[Property Address]

Dear [Property Owner/Manager's Name],

I hope this message finds you well. I am writing to formally request the addition of a new roommate to our vacation rental at [Property Address]. Due to [brief reason for the addition, e.g., an unexpected change in plans], I would like to add [New Roommate's Name] as an additional occupant.

[New Roommate's Name] is a responsible individual and will abide by all terms of the rental agreement. I believe this addition will ensure a comfortable stay for all parties involved.

We are happy to provide any necessary documentation, such as identification and references, to facilitate this process. Please let us know if there are any additional steps we need to follow or forms to complete.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Current Roommate's Name (if applicable)]