

Roommate Situation Explanation

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to explain my current roommate situation at [Your Address] as it may affect our lease agreement.

As of [Insert Date], my current roommate, [Roommate's Name], will be moving out due to [reason for moving out, e.g., job relocation, personal circumstances, etc.]. This change will impact our living arrangements and the lease I hold with you.

To ensure transparency, I have started searching for a suitable replacement roommate and am working diligently to find someone who meets your standards. I will keep you updated on this progress and will follow all necessary procedures in the lease agreement regarding roommate changes.

Thank you for your understanding and support regarding this matter. Please feel free to reach out if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Contact Information]