

Letter to Original Tenant and New Co-Tenant

_____, 20_____

Dear _____ (new co-tenant) and _____ (original tenant),

As the landlord of _____ (address),
I am pleased that _____ (new co-tenant) has proved to be an acceptable
applicant and will be joining _____ (original tenant) as a co-tenant.

Before _____ (new co-tenant) moves in, everyone must sign a new
lease that will cover your rights and responsibilities. Please contact me at the address or phone
number below at your earliest convenience so that we can arrange a time for us to meet and sign
a new lease. Do not begin the process of moving in until we have signed a lease.

Sincerely yours,

(Landlord)

_____ (Address)

_____ (City and state)

_____ (Phone)