

[Heading]

[Address]

[Date]

Dear (roommate's name),

I am writing to you about the living arrangements. I propose that we have a harmonious living arrangement where every party's needs would be addressed. The property I intend to sublet is an apartment on [address]. It has an open kitchen like you suggested and lots of space for [roommate's name] dog. It's also a 15-minute distance from school if you take the bus. After our last conversation, I think it will be the best fit.

I believe this would be in the best interests of everyone if we stipulate the breakdown of the apartment. According to our last conversation, I am happy to draw up a residential plan to make us all agree on key points such as rent, house rules, cleaning, cooking, and provision of other household supplies.

The rent is [total rent] and like I said in our last conversation. This would bring the total division of the rent to [division of rent]. I included everyone's names on the lease to avoid any disagreement. Other miscellaneous bills to be paid include the security deposit. This will be shared evenly after the landlord has communicated the amount to me.

On the matter of cleaning and maintenance of the apartment, we concluded that each roommate should do their dishes and clean any appliances resulting from use.

Attached to this letter is a file that includes all supplies purchased by each roommate, a digital copy of our agreement regarding [roommate's name] pet, [pet's name], and a previewed document of the agreed house rules.

As a participant in this Roommate Agreement, I understand that I and each of my roommate(s) have equal rights to the use of the space and facilities in the dwelling except the areas we have designated as each other's private space.

This agreement is intended to promote harmony between roommates by clarifying our responsibilities.

Yours Sincerely,

[your name]

[roommate 1 name, signature, and date]

[roommate 2 names, signature, and date]