

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Roommate's Name]
[Apartment Address]
[City, State, ZIP Code]

Dear [Roommate's Name],

I hope this message finds you well. I'm writing to discuss our living arrangements and ensure we're on the same page regarding a few important aspects of our apartment rental.

1. ****Rent Payment****: As we agreed, the rent is due on [specific date]. Please let me know if there are any issues with your payment this month.
2. ****Utilities****: Our utilities are [list utilities, e.g., electricity, water, internet]. The bills are generally due on [due dates], and I'll send a reminder each month.
3. ****Household Chores****: To maintain a clean and pleasant living environment, I propose we set up a chore schedule. Please let me know your availability to discuss this further.
4. ****Shared Spaces****: Let's agree on guidelines for keeping our shared spaces tidy and organized.
5. ****Gathering and Guests****: I believe we should communicate in advance if we plan to have guests over, especially on weekends.

I appreciate your cooperation and hope we can address these matters smoothly. Feel free to share your thoughts or suggest any other topics we'd like to discuss.

Looking forward to your response!

Best,

[Your Name]
[Optional: Your Signature]