

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

[Roommate's Name]  
[Roommate's Address]  
[City, State, Zip Code]

Dear [Roommate's Name],

Subject: Roommate Agreement

This letter serves as a formal agreement between us regarding our living arrangements at [Address of Residence]. It outlines the responsibilities and expectations we have as roommates to ensure a harmonious living environment.

1. **Rent and Utilities**

- Rent amount: \$[amount]
- Due date: [due date]
- Utility responsibilities: [who pays what, due dates, etc.]

2. **Household Responsibilities**

- Cleaning schedule: [detail cleaning duties and schedule]
- Shared supplies: [who buys what]

3. **Guest Policy**

- Overnight guests: [rules about guests]
- Notification process: [how and when to inform each other]

4. **Noise and Quiet Hours**

- Quiet hours: [time frame]
- Policy on noise levels: [any additional rules]

5. **Conflict Resolution**

- Steps to address disagreements: [proposal for resolving conflicts]

6. **Other Agreements**

- [Any other relevant terms]

By signing this letter, we agree to abide by the terms outlined above.

Roommate 1:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Roommate 2:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Your Name]