

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

[Date]

[Tenant Name]  
[Tenant Address]  
[City, State, Zip Code]

Re: Extension of Lease Agreement for [Property Address]

Dear [Tenant Name],

As your current lease agreement is scheduled to expire on [Current Lease End Date], I would like to offer you the opportunity to extend your stay at the property.

Attached to this letter is a Fixed-Term Lease Extension Agreement. This document outlines the new terms of your tenancy, including:

- New Lease Period: [Start Date] to [End Date]
- New Monthly Rent Amount: \$[Amount]
- [Any other specific changes to terms]

If you wish to continue your tenancy under these terms, please sign and return the attached agreement by [Due Date]. Once received, I will provide you with a fully executed copy for your records.

If you do not intend to renew the lease or have any questions regarding the new terms, please contact me as soon as possible so we can discuss the move-out process.

Thank you for being a valued tenant.

Sincerely,

[Your Signature/Name]