

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Executed Copy of Lease Extension Agreement - [Property Address]**

Dear [Tenant Name],

Enclosed please find your personal copy of the fully executed Lease Extension Agreement for the property located at [Property Address].

As per the terms of this agreement, your fixed-term tenancy has been extended. The new lease period will begin on [Start Date] and will expire on [End Date]. All other terms and conditions of your original lease agreement remain in full force and effect.

Please keep this document with your original lease for your permanent records.

Thank you for your continued residency. If you have any questions, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]

[Contact Information]