

Date: [Current Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Property Address]

Dear [Tenant Name],

Your current lease agreement for the property listed above is scheduled to expire on [Current Lease End Date]. We have enjoyed having you as a tenant and would like to offer you an extension of your lease for a new fixed-term period.

The terms of the proposed extension are as follows:

- **New Lease Term:** [Number of Months] months
- **Commencement Date:** [Start Date of Extension]
- **Expiration Date:** [End Date of Extension]
- **Monthly Rent Amount:** \$[Amount]

All other terms and conditions of your original lease agreement dated [Original Lease Start Date] will remain in full force and effect during this extension period.

If you wish to accept this offer, please sign and return this letter or contact our office to execute the formal extension documents by [Deadline Date].

If we do not hear from you by the date mentioned above, we will assume you intend to vacate the property at the end of your current term, and we will begin the move-out process.

We look forward to your continued residency.

Sincerely,

[Landlord or Property Manager Name]

[Phone Number]

[Email Address]

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**Tenant Acceptance:**

I/We hereby accept the offer to extend the lease based on the terms above.

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