

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

[Date]

[Tenant Name]
[Property Address]
[Unit Number, if applicable]
[City, State, Zip Code]

Subject: Confirmation of Fixed-Term Lease Extension

Dear [Tenant Name],

This letter serves as formal confirmation that your lease agreement for the property located at [Property Address] has been extended for a new fixed-term period.

The details of the extension are as follows:

- **New Term Start Date:** [Start Date]
- **New Term End Date:** [End Date]
- **Monthly Rent Amount:** \$[Amount]
- **Due Date:** [Day of the month, e.g., 1st]

All other terms, conditions, and rules outlined in your original lease agreement dated [Original Lease Date] shall remain in full force and effect during this extension period.

Please sign and return the enclosed copy of this letter (or the attached Lease Amendment) by [Date] to finalize this extension. Keep a copy for your personal records.

Thank you for your continued tenancy. If you have any questions, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

Tenant Acknowledgment:

I/We, the undersigned, agree to the terms of the lease extension as stated above.

[Tenant Signature]

[Date]