

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

[Date]

[Landlord or Property Manager Name]
[Landlord Address]
[City, State, Zip Code]

Re: Notice of Intent to Extend Lease for [Rental Address]

Dear [Landlord Name],

I am writing to formally request an extension of my current lease agreement for the property located at [Rental Address], which is currently scheduled to expire on [Current Lease End Date].

I have enjoyed living in this residence and would like to propose a fixed-term extension of [Number of Months/Years], which would move the new expiration date to [New Proposed End Date].

I have consistently paid my rent on time and have maintained the property in good condition. I would appreciate it if we could discuss the terms of this extension, including any updates to the monthly rent or lease conditions.

Please let me know by [Date] if you are willing to grant this extension so that we may sign a formal lease amendment. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]