

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

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

**RE: Approval of Lease Extension for [Property Address]**

Dear [Tenant Name],

This letter is to formally approve your request to extend the lease agreement for the property located at [Property Address].

The terms of the lease extension are as follows:

- **New Expiration Date:** [New End Date]
- **Monthly Rent Amount:** \$[Amount]
- **Security Deposit:** [Remains on file / Adjusted to \$Amount]

All other terms and conditions of the original lease agreement signed on [Original Lease Date] shall remain in full force and effect during this extension period.

Please find the attached Lease Extension Amendment. Please sign and return a copy to our office by [Deadline Date] to finalize the agreement.

We are pleased to have you continue as a tenant. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Printed Name]  
[Title/Company Name]