

Date: [Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Lease Extension Addendum for [Property Address]

Dear [Tenant Name],

We are pleased to confirm the extension of your lease agreement for the property located at [Property Address].

Enclosed with this letter, please find two copies of the Lease Extension Addendum. This document outlines the new expiration date of [New End Date] and any updated terms, including the new monthly rent amount of \$[Rent Amount].

Please review the addendum, sign both copies, and return one fully executed copy to our office by [Deadline Date]. You may return the document via [Email/Mail/In-Person].

Once we receive your signed copy, we will provide you with a final version signed by the landlord for your records.

Thank you for your continued residency. If you have any questions regarding this extension, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]

[Phone Number]