

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

[Date]

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

RE: Notice of Short-Term Extension of Commercial Lease

Dear [Tenant Name],

This letter serves as a formal agreement to extend the commercial lease agreement dated [Original Lease Date] for the premises located at [Property Address].

The current lease is scheduled to expire on [Current Expiration Date]. Both parties hereby agree to extend the lease term on a short-term basis under the following conditions:

- **Extension Period:** The lease shall be extended for a period of [Number] months, commencing on [Start Date] and expiring on [New End Date].
- **Monthly Rent:** The rent for this extension period shall be \$[Amount] per month, payable on the [Day] of each month.
- **Terms and Conditions:** All other terms, covenants, and conditions of the original lease agreement shall remain in full force and effect during this extension period.

Please indicate your acceptance of this extension by signing below and returning a copy of this letter by [Deadline Date].

Sincerely,

[Landlord Signature]
[Landlord Printed Name]

ACKNOWLEDGED AND AGREED:

[Tenant Signature]
[Tenant Printed Name]
[Date]