

[Date]

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

Re: Notice of Short-Term Lease Extension and Rent Adjustment

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date].

We are pleased to offer you a short-term extension of your lease. This extension will begin on [Start Date] and end on [End Date]. Please note that during this extension period, the monthly rent will be adjusted.

Updated Terms:

- **Extension Period:** [Number] months
- **New Monthly Rent:** \$[Amount]
- **Effective Date:** [Date of First New Payment]

All other terms and conditions of your original lease agreement dated [Original Lease Start Date] shall remain in full force and effect.

If you wish to accept this extension, please sign and return this letter by [Deadline Date]. If we do not receive your acceptance by this date, we will expect you to vacate the premises by [Current Lease End Date] as originally scheduled.

Should you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]
[Company Name]

Tenant Acceptance:

I/We accept the short-term lease extension and the adjusted rent amount as outlined above.

[Tenant Signature]

[Date]