

[Date]

[Tenant Name]

[Tenant Company Name]

[Property Address/Suite Number]

[City, State, Zip Code]

**RE: Short-Term Lease Extension for [Property Address]**

Dear [Tenant Name],

This letter serves as a formal agreement to extend the lease for the commercial premises located at [Property Address], which is currently set to expire on [Current Expiration Date].

Both the Landlord and Tenant 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 Expiration Date].
- **Base Rent:** During this extension period, the monthly base rent shall be \$[Amount].
- **Terms and Conditions:** All other terms, covenants, and conditions of the original lease agreement dated [Original Lease Date] shall remain in full force and effect.
- **Termination:** Either party may terminate this extension by providing [Number] days' written notice.

Please indicate your acceptance of these terms by signing below and returning a copy to our office by [Date].

Sincerely,

[Landlord Name/Property Manager]

[Company Name]

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**ACCEPTED AND AGREED:**

Signature: \_\_\_\_\_

Name: [Tenant Name]

Date: \_\_\_\_\_