

Date: [Insert Date]

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

Subject: Conditional Short-Term Lease Extension

Dear [Tenant Name],

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

We are offering a short-term extension of your lease for a period of [Number of Months] months. This extension will begin on [Start Date] and end on [New End Date]. This offer is conditional upon the following terms:

- The monthly rent shall be adjusted to \$[Insert Amount] per month.
- [Insert Condition 1, e.g., On-time payment of remaining current rent]
- [Insert Condition 2, e.g., Agreement to allow property showings with 24-hour notice]
- All other terms and conditions of the original lease agreement dated [Original Lease Date] shall remain in full force and effect.

If you agree to these conditions, please sign and return this letter by [Deadline Date]. If we do not receive your signed acceptance by this date, the extension offer will be void, and you will be expected to vacate the premises by [Current Expiration Date].

Please contact [Landlord/Manager Name] at [Phone/Email] if you have any questions.

Sincerely,

[Landlord/Property Manager Name]
[Company Name]

Tenant Acceptance:

I/We accept the terms of this conditional short-term extension.

Signature: _____ Date: _____
Print Name: [Tenant Name]