

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Property Address, Unit Number, City, State, Zip]

Dear [Tenant Name],

Your current lease agreement for the property mentioned above is scheduled to expire on [Current Lease End Date].

We are pleased to offer you a short-term extension of your lease at your current fixed rental rate. This extension allows you to continue occupying the premises for a limited period under the same financial terms as your existing agreement.

Extension Terms:

- **Extension Period:** [Number of Months] months
- **New Expiration Date:** [New Lease End Date]
- **Monthly Rent:** \$[Amount], which remains unchanged.

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

If you wish to accept this short-term extension, please sign and return this letter by [Deadline Date]. If we do not receive your signed acceptance by this date, we will expect you to vacate the property by the original expiration date of [Current Lease End Date].

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

Sincerely,

[Landlord or Property Manager Name]
[Company Name, if applicable]

Tenant Acceptance:

I/We hereby accept the fixed-rate short-term extension as outlined above.

Tenant Signature

Date