

[Landlord or Property Manager Name]  
[Address]  
[City, State, Zip Code]  
[Email]  
[Phone Number]

[Date]

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

**RE: Notice of Short-Term Lease Extension**

Dear [Tenant Name],

This letter serves as a formal agreement to extend the lease for the residential property located at [Property Address]. The current lease is scheduled to expire on [Current Expiration Date].

Both parties agree to extend the lease term on a short-term basis under the following conditions:

- **Extension Period:** The lease will be extended for a period of [Number] months, beginning on [Start Date] and ending on [New Expiration Date].
- **Monthly Rent:** The rent for this extension period shall be \$[Amount] per month, due on the [Day] of each month.
- **Terms and Conditions:** All other terms, conditions, and provisions of the original lease agreement dated [Original Lease Date] shall remain in full force and effect during this extension period.

Please sign and return a copy of this letter by [Deadline Date] to confirm your acceptance of this extension. If you have any questions, please contact me directly.

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

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**Tenant Acceptance:**

I/We, the Tenant(s), hereby agree to the short-term lease extension as outlined above.

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

Printed Name: [Tenant Name]