

[Date]

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

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 for a period of six (6) months. Please review the terms of this extension below:

- **Extension Period:** Six (6) months
- **New Start Date:** [New Start Date]
- **New Expiration Date:** [New Expiration Date]
- **Monthly Rent Amount:** \$[Rent Amount]

All other terms and conditions 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 extension, please sign and return this letter by [Deadline Date]. If we do not receive your signature by this date, we will assume you intend to vacate the premises by your current expiration date.

Sincerely,

[Landlord/Manager Name]
[Property Management Company]
[Phone Number]

Tenant Acceptance:

I/We, the undersigned, hereby agree to the six-month lease extension as outlined above.

[Tenant Signature]

[Date]