

[Your Name]  
[Current Property Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

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

Re: Request for Short-Term Lease Extension

Dear [Landlord Name],

I am writing to you regarding my current lease at [Property Address], which is scheduled to expire on [Current Lease End Date].

I would like to request a short-term extension of my lease for a period of [Number of Months/Weeks], which would change my move-out date to [New Proposed End Date]. I am requesting this extension because [Briefly state reason, e.g., delay in new home closing/moving logistics].

I have enjoyed living here and have consistently paid my rent on time and maintained the property. During this extension period, I agree to continue following all terms and conditions of the original lease agreement.

Please let me know if this extension is acceptable and if there are any specific documents you need me to sign. I look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]