

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

RE: Lease Extension and Prorated Rent Calculation

Dear [Tenant Name],

This letter serves as a formal confirmation regarding the extension of your lease agreement for the property located at [Property Address]. Your current lease was scheduled to expire on [Original End Date]. As agreed, your tenancy will now be extended until [New End Date].

Because the extension period does not cover a full billing cycle, your rent for the final month of [Month, Year] has been prorated. The calculation is based on the following:

- **Full Monthly Rent:** \$[Amount]
- **Daily Rent Rate:** \$[Amount] (Monthly Rent divided by [Number of days in month])
- **Number of Extension Days:** [Number of days]
- **Total Prorated Amount Due:** \$[Total Amount]

Please ensure that the prorated amount of \$[Total Amount] is paid by [Due Date] via your usual payment method.

All other terms and conditions of your original lease agreement remain in full force and effect during this extension period.

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

Tenant Acknowledgement:

[Tenant Signature] / [Date]