

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

RE: Lease Extension and Rent Adjustment for [Property Address]

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We value your tenancy and would like to offer you an extension of your lease.

Lease Extension Terms:

The lease will be extended for an additional period of [Number] months/years, beginning on [Start Date] and ending on [New End Date].

Rent Adjustment:

Effective [Start Date], the monthly rent will be adjusted to \$[New Rent Amount]. This represents a change from your current monthly rate of \$[Current Rent Amount]. All other terms and conditions of the original lease agreement dated [Original Lease Date] shall remain in full force and effect.

Please indicate your acceptance of this extension and the new rent amount by signing below and returning this letter by [Deadline Date]. Once received, we will provide a formal lease amendment for your records.

If you have any questions, please contact me at [Phone Number] or [Email].

Sincerely,

[Your Signature]
[Your Printed Name]

Tenant Acceptance:

I/We, [Tenant Name], hereby accept the lease extension and rent adjustment as outlined above.

Signature: _____ Date: _____