

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

[Date]

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

RE: Reference to Original Lease Agreement for [Property Address]

Dear [Landlord/Manager Name],

This letter serves as a formal reference to the original lease agreement executed on [Date Original Lease Was Signed] regarding the property located at [Full Address of the Rental Property].

Specifically, I am writing to [state the purpose of the reference, e.g., request a renewal, clarify a specific clause, or discuss an amendment] as outlined in Section [Number] of the aforementioned agreement. The original lease is currently set to expire on [Lease End Date].

Please find the following details or requested changes related to our agreement:

- [Detail 1]
- [Detail 2]

All other terms and conditions of the original lease agreement shall remain in full force and effect unless otherwise agreed upon in writing by both parties.

I look forward to your confirmation regarding this matter. Please contact me if you require any further documentation or information.

Sincerely,

[Your Signature]

[Your Printed Name]