

Rental Lease Extension Request

Date: [Insert Date]

Tenant Name: [Insert Tenant's Name]

Tenant Address: [Insert Tenant's Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Tenant's Name],

We hope this message finds you well. As your current lease for the apartment at [Apartment Address] is set to expire on [Expiration Date], we would like to discuss the possibility of extending your lease for an additional term.

We value you as a tenant and would like to extend your lease under the same terms and conditions for an additional [Insert Duration, e.g., 12 months]. The new lease term would start on [Start Date] and end on [End Date].

Please let us know by [Decision Deadline Date] if you agree to this extension so that we can prepare the necessary documents for your signature.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]

[Property Management Company Name, if applicable]