

Notification of Extended Lease Terms

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Notification of Extended Lease Terms

Dear [Tenant's Name],

We hope this letter finds you well. We would like to inform you that the lease for the property located at [Property Address] will be extended for an additional term.

The new lease terms will be effective from [Start Date] to [End Date]. The monthly rent will be [New Rent Amount], and all other terms of the original lease will remain unchanged.

Please confirm your acceptance of these terms by signing and returning the enclosed copy of this letter by [Deadline Date]. If you have any questions or concerns, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name, if applicable]