

Lease Term Extension Proposal

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. We are reaching out to discuss the upcoming expiration of your current lease at [Property Address], which is set to expire on [Lease Expiration Date]. We value you as a tenant and would like to propose an extension of your lease term.

We propose to extend the lease for an additional [Extension Duration, e.g., one year], under the same terms and conditions as outlined in your current lease agreement. The proposed new lease expiration date would be [New Expiration Date].

If you are amenable to this proposal, please let us know by [Response Deadline]. We can then prepare the official lease extension document for your review and signature.

Thank you for being a valued tenant. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]