

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We hope this letter finds you well. We are writing to formally notify you of the upcoming expiration of your current lease for the property located at [Property Address], which is set to end on [Lease End Date].

We would like to offer you an extension of your lease for an additional [duration of extension, e.g., one year]. The new expiration date would be [New Lease End Date]. The terms of the lease will remain the same, with the exception of the following change: [any changes in terms, if applicable].

Please let us know your decision by [Response Deadline]. If you agree to the extension, we will prepare the necessary paperwork for you to sign.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]