

Lease Extension Notification

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

Dear [Tenant Name],

We hope this message finds you well. We are writing to inform you that your current lease for the property located at [Insert Property Address] is set to expire on [Insert Expiration Date].

We would like to offer you an extension of your lease for an additional [Insert Duration of Extension] under the same terms and conditions. The new lease expiration date will be [Insert New Expiration Date].

If you agree to this extension, please sign and return this letter by [Insert Response Deadline]. If you have any questions or would like to discuss this further, please feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Landlord/Property Management Company]

[Contact Information]