

# Lease Extension Request

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

We hope this message finds you well. We are writing to formally request an extension of our lease for the [insert facility name] located at [insert facility address], which is set to expire on [insert expiration date]. As a non-profit organization, we rely heavily on this facility to support our community initiatives and programs.

Over the past [insert duration], we have been able to serve [insert number] individuals and families with our programs. The need in our community continues to grow, and it is essential for us to maintain consistent access to our facility to further our mission.

We are seeking an extension of the lease for an additional [insert duration, e.g., one year], under the same terms and conditions. We believe this will provide us the stability needed to continue our operations without interruption.

We appreciate your consideration of our request and look forward to the opportunity to discuss this further. Please feel free to reach out to us at [insert contact information] if you have any questions or need additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Contact Information]