

Lease Extension Request Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Landlord's Name]
[Landlord's Title/Company Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request an extension of our current office lease for the premises located at [Office Address]. Our lease is set to expire on [Lease Expiration Date], and we would like to discuss the possibility of extending it for an additional [Duration of Extension].

We have thoroughly enjoyed our time in this space and have appreciated your support as our landlord. In light of our continued growth and the positive relationship we have developed, we believe that renewing our lease would be mutually beneficial.

Please let me know a convenient time for us to discuss this further. We are hopeful for a favorable consideration of this request.

Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]