

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Full Property Address]

Dear [Tenant Name(s)],

Your current lease agreement for the property mentioned above is scheduled to expire on [Current Lease End Date]. We are pleased to offer you a short-term extension to your lease.

The details of the proposed extension are as follows:

- **Extension Period:** [Number of Months] Months
- **New End Date:** [New Lease End Date]
- **Monthly Rent:** \$[Amount] per month
- **Security Deposit:** [Remains the same / Adjusted to \$Amount]

All other terms and conditions of your original lease agreement dated [Original Lease Start Date] will remain in full force and effect during this extension period.

If you wish to accept this short-term extension, please sign and return this letter by [Deadline Date]. Once received, we will provide a formal amendment for your records.

If you do not intend to renew or extend your lease, please provide written notice of your intent to vacate by [Notice Deadline Date].

Please contact us at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

Tenant Acceptance:

I/We accept the short-term extension offer as outlined above.

Signature: _____ Date: _____

Signature: _____ Date: _____