

Lease Extension Sample Letter

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

[Date]

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

Lease Extension Request for [Rental Address]

Dear [Landlord's Name],

Please accept this letter as a formal request for an extension to the lease for [Property Address]. Currently, the lease is set to expire on [date]. I would like to amend that date to end on [new date]. I propose to pay you the prorated amount of [extension rent amount] for the additional days that I will occupy the property.

I am asking for this extension because [insert reason here, for example: I am moving out of state, I am getting married, etc.] Your flexibility with my lease end date will make this transition time much more seamless.

I appreciate your careful consideration of this matter. Please respond to this letter with an answer in writing within two weeks [by date]. Feel free to contact me with any questions or to discuss this matter.

Sincerely,

[Tenant Signature]
[Tenant's Name]
[Tenant's Unit Number]