

(Return Address)

Date

(Name and Address)

Re: Request an Extension to a Lease – Tenant to Landlord

Dear _____:

My original lease is for a _____-month period that will end on _____. I will be relocating _____ (Date) to _____. I am requesting an extension to this lease for another _____ months during my transition to _____.

Please contact me at your earliest convenience regarding this extension.

Sincerely,
