

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

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

Dear :

My original lease is for a six-month period that will end on {date}. I will be relocating {date} to Minnesota. I am requesting an extension to this lease for another 2 months during my transition to Minnesota.

Please contact me at your earliest convenience regarding this extension.

Sincerely,

N A M E