

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 for Extension to Lease with Thank You - Tenant to Landlord

Dear :

My current lease is for 6 months and will end on {date}. However, due to circumstances beyond my control, I will be moving a month after that day. It would be impractical for me to renew my lease for another 6 months. I am requesting an extension to my lease for one month. I understand that there are certain terms which must be met in order to receive an extension. However, I have read these terms and am in agreement with them.

Thank you for understanding of my situation. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E