

**Notice from Lessor to Lessee's Requesting an Extension  
or Renewal of Lease Agreement**

To: \_\_\_\_\_ *(Name of Lessor)*  
\_\_\_\_\_  
\_\_\_\_\_ *(Address of Lessor)*

Re: Lease of Property at \_\_\_\_\_  
\_\_\_\_\_  
*(street address, city, county, state, zip code)*

I hereby request that the lease agreement dated \_\_\_\_\_  
*(date)* for the premises at \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ *(street address, city, county, state, zip code)*  
be renewed for a period of \_\_\_\_\_ *(e.g., one year)* from the  
date of expiration on \_\_\_\_\_ *(date)*. I  
request that this Lease be renewed \_\_\_\_\_  
*(or extended)* to \_\_\_\_\_ *(date)*.

If this renewal/extension is acceptable, please indicate your acceptance on the  
bottom of this notice where indicated.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature of Lessee*

The undersigned *Lessor* does hereby acknowledge receipt of this Notice and agrees to the renewal/extension of the Lease Agreement for the period stated above with the terms of the renewed/extended Lease Agreement to be the same as the present Lease Agreement.

This the \_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_  
*Lessor*

**SAMPLE**