Date: ------------------

To

[The Recipient]  
[Address]  
[City, STAT, Zip]

**Subject: the subject of the letter**

Dear (name of the landlord),

This letter is being written to request you to extend the tenancy for one more year. The lease is going to expire on 15th August 20XX. I am requesting you to extend it before it expires.

I am ready to pay more rent as the contract of tenancy allows you to raise the rent amount for another year in case you extend it. You will also get benefited from the extension as you will save your cost by not having to advertise the vacant property for getting new tenants, pay the fee to the agent, and much more.

I am hopeful that you will accept my request and respond to me as soon as possible. You can contact me on my number as well as my email address that has been mentioned in the contract of tenancy. Furthermore, you are also most welcome to come over and visit me at my apartment.

If you don’t have time, you can send the acceptance of my request in written form on my address. I am waiting to hear from you in any way you find convenient.

Regards,

Your name

Your signatures