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Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  
  
This letter is to information you that your lease agreement executed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been extended for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as mutually agreed. Your new expiration date shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
Please contact us if you have any questions.

Sincerely,  
  
   
  
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