



<Current Date>

RE: Notice of intent to Extend

Lease Administration Manager,

The government requires a <Extension Term> month extension of Lease <Lease Number>, located at <Building Address>, <City>, <State> which expires on <Lease Expiration Date>.

At this time, can you please provide me with the following information:

1. A list of contract deficiencies or past performance issues that are not being addressed that would preclude us from entering an extension
2. The latest inspection report
3. The name and contact information of the current lessor or lessor's representative

Please respond no later than <Current Date+7>.

Thank you,

<Leasing Specialist>

Leasing Specialist