

# Sample Holdover Letter

(Insert Date, 2016)

CERTIFIED MAIL NO. XXXXXXXXXXXXXXXXXXXX  
RETURN RECEIPT REQUESTED

To: (Insert Landlord's Name)  
(Insert Landlord's Address)

Re: OSC Lease No. LXXXXXX  
Agency Code No. XXXXXXX  
(Insert Property Address)

Department of XXXXXX

Dear Mr. Smith:

This letter will serve to confirm the continued occupancy of the NYS Dept. of XXXX in the premises located at (Insert Property Address) beyond (Insert Lease Termination Date) as a holdover tenant on a month to month basis in accordance with Clause No. XX of Lease Number LXXXXXX.

Rental vouchers are to be submitted as heretofore.

If you have any questions, please call (518) 474-xxxx.

Very truly yours,