

**Date:** [Date]

**Tenant Name(s):** [Tenant Names]

**Property Address:** [Property Address, Unit Number, City, State, Zip]

Dear [Tenant Names],

This letter serves as formal notice regarding the expiration of your current fixed-term lease agreement, which is scheduled to end on [Current Lease End Date].

At this time, I would like to offer you the opportunity to continue your residency at the above-mentioned property by converting your lease to a month-to-month tenancy effective [Start Date of Month-to-Month].

**Terms of Conversion:**

- **Monthly Rent:** \$[Amount] per month.
- **Payment Due Date:** The [Day, e.g., 1st] of each month.
- **Termination Notice:** Either party may terminate this agreement by providing [Number of Days, e.g., 30] days' written notice.
- **Original Terms:** All other terms and conditions of your original lease agreement dated [Original Lease Date] shall remain in full force and effect.

If you wish to accept this conversion, please sign and return this letter by [Deadline Date]. If you do not wish to continue on a month-to-month basis, please provide your written notice of intent to vacate by [Notice Deadline Date] and ensure the premises are vacated by [Current Lease End Date].

Thank you for being a valued tenant.

Sincerely,

[Landlord Name/Property Manager Name]

[Phone Number]

[Email Address]

---

**Tenant Acceptance:**

I/We accept the conversion of the lease to a month-to-month tenancy as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_