

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]
[City, State, Zip Code]

RE: Request for Month-to-Month Lease Conversion - [Rental Address]

Dear [Landlord Name],

I am writing to formally request that my current lease agreement for the property located at [Rental Address], which is scheduled to expire on [Current Lease End Date], be converted to a month-to-month tenancy.

I would like to remain in the unit but require the flexibility of a monthly arrangement at this time due to [Reason, e.g., upcoming work relocation / searching for a home purchase].

I understand that all other terms and conditions of my original lease agreement will remain in effect, including the required notice period for termination. Please let me know if there are any changes to the monthly rent amount or if you require a formal addendum to be signed.

Please provide your written approval of this request by [Date]. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]