

[Current Date]

[Tenant Name]

[Tenant Business Name]

[Suite/Unit Number]

[Property Address]

RE: Offer to Convert Commercial Lease to Month-to-Month Tenancy

Dear [Tenant Name],

As your current lease agreement for the premises located at [Property Address] is scheduled to expire on [Current Lease Expiration Date], we would like to offer you the opportunity to continue your tenancy on a month-to-month basis.

The terms of this month-to-month conversion are as follows:

- **Effective Date:** [Date conversion begins]
- **Monthly Rent:** \$[Amount] per month
- **Termination Notice:** Either party may terminate the lease with [Number, e.g., 30 or 60] days written notice.
- **Other Terms:** All other terms and conditions of your original lease agreement dated [Original Lease Start Date] shall remain in full force and effect.

If you wish to accept this offer, please sign and return a copy of this letter by [Deadline Date]. If we do not receive your acceptance by this date, we will expect you to vacate the premises by the current expiration date of [Current Lease Expiration Date].

Should you have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

Tenant Acceptance:

I/We accept the offer to convert the lease to a month-to-month tenancy based on the terms outlined above.

Signature: _____ Date: _____

Printed Name: [Tenant Name]