

[Property Manager/Landlord Name]
[Property Management Company]
[Address]
[City, State, Zip Code]

[Date]

[Tenant Name]
[Address]
[Unit Number]
[City, State, Zip Code]

RE: Notice of Early Renewal Offer and Lease Conversion

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date].

We value your tenancy and would like to offer you the opportunity to transition your lease to a **Month-to-Month** agreement starting on [Date]. This conversion allows you to maintain residency with greater flexibility regarding your move-out date.

Proposed Terms:

- **New Monthly Rent:** \$[Amount]
- **Effective Date:** [Date]
- **Lease Type:** Month-to-Month Tenancy
- **Notice Period:** [Number, e.g., 30] days written notice required by either party to terminate.

All other terms and conditions of your original lease agreement dated [Original Lease Start Date] will remain in full force and effect.

If you wish to accept this offer, please sign and return this letter by [Deadline Date]. Once received, we will provide the formal lease addendum for your signature.

If you have any questions, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

Tenant Acceptance:

I/We, [Tenant Name], hereby accept the offer to convert the lease to a Month-to-Month agreement under the terms stated above.

Signature: _____ Date: _____