

Date: [Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Offer to Convert Lease to Month-to-Month Term

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Lease End Date]. We value your tenancy and would like to offer you the opportunity to remain in your home under a flexible Month-to-Month Lease Conversion.

Proposed Terms:

- **Conversion Date:** [Start Date of Month-to-Month]
- **New Monthly Rent:** \$[Amount]
- **Notice Period:** [Number] days' written notice required by either party to terminate the agreement.

All other terms and conditions of your original lease agreement dated [Original Lease Date] will remain in full force and effect, except for the lease duration and the rent amount specified above.

If you wish to accept this offer, please sign and return this letter by [Deadline Date]. If we do not receive your acceptance or a notice of your intent to vacate by this date, we will assume you intend to vacate the premises upon the expiration of your current lease.

Please contact [Property Manager Name] at [Phone/Email] if you have any questions.

Sincerely,

[Landlord/Manager Name]

[Company Name]

Acceptance:

I/We accept the offer to convert the lease to a Month-to-Month agreement based on the terms above.

Tenant Signature

Date