

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Lease Expiration and Month-to-Month Conversion Offer

Dear [Tenant Name],

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

We would like to offer you the flexibility of transitioning to a month-to-month tenancy effective [Start Date of Month-to-Month]. This arrangement allows you to maintain your residency without a long-term commitment, providing you with 30-day flexibility should your housing needs change.

Please be advised that the premium rate for this month-to-month flexibility will be as follows:

- **Current Monthly Rent:** \$[Amount]
- **New Month-to-Month Premium Rate:** \$[Amount]

All other terms and conditions of your original lease agreement will remain in full force and effect. To accept this offer, no further action is required; your tenancy will automatically convert to the premium month-to-month rate on the date specified above.

If you prefer to sign a new long-term lease at a lower fixed rate, or if you intend to vacate the premises at the end of your current term, please contact our office at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for being a valued resident.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]