

[Date]

[Resident Name(s)]

[Unit Number]

[Property Name]

Dear [Resident Name],

As your current lease term approaches its expiration on [Lease End Date], we want to express our appreciation for having you as a resident at [Property Name]. We value your residency and would love for you to remain a part of our community.

We understand that flexibility is important to you. Instead of signing a long-term renewal, we are pleased to offer you the option to convert your residency to a **Month-to-Month Lease Agreement** starting on [Start Date].

Month-to-Month Terms:

- **Monthly Rent:** \$[Amount]
- **Notice Period:** [Number] days' written notice required prior to move-out.
- **Effective Date:** [Date]

This option provides you with the freedom to maintain your current home without a long-term commitment, while still enjoying all the amenities and services our community provides.

If you would like to accept this month-to-month offer, please sign and return the attached addendum by [Deadline Date]. If we do not hear from you by this date, your lease will automatically [expire/transition to month-to-month] at the rate of \$[Amount] per month.

If you prefer to lock in a lower rate with a new long-term lease, please contact the leasing office to discuss our current renewal incentives.

Thank you for choosing [Property Name].

Sincerely,

[Property Manager Name]

[Property Name]

[Phone Number]

[Email Address]