

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Property Address, Unit Number]

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

Dear [Tenant Name],

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

We value your residency and would like to offer you the option to continue your tenancy on a month-to-month basis starting on [Start Date of Month-to-Month].

The terms of this offer are as follows:

- **Monthly Rent:** \$[Rent Amount] per month.
- **Payment Date:** Rent is due on the [Day of Month] of each month.
- **Termination:** Either party may terminate the lease by providing [Number of Days] days' written notice.
- **Original Terms:** All other rules and conditions of your original lease agreement will remain in effect.

If you wish to accept this conversion, please sign below and return this letter to [Landlord/Management Name] by [Deadline Date]. If we do not receive your acceptance by this date, we will expect you to vacate the premises by the end of your current lease term.

Sincerely,

[Landlord Name/Company Name]

[Phone Number]

[Email Address]

Tenant Acceptance:

I/We agree to the month-to-month lease conversion under the terms stated above.

[Tenant Signature]

[Date]