

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Property Address, Unit Number]

Subject: Offer to Convert to Month-to-Month Lease with Updated Terms

Dear [Tenant Name],

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

We would like to offer you the opportunity to continue your residency by converting your tenancy to a month-to-month agreement effective [Start Date of New Terms]. This conversion includes the following updated terms:

- **New Monthly Rent:** \$[Amount] (Previously \$[Old Amount])
- **Payment Due Date:** [Day of the month, e.g., 1st]
- **Termination Notice:** [Number, e.g., 30] days written notice by either party.
- **Other Changes:** [List any other changes or state "All other original terms remain in effect"]

If you wish to accept this offer and move to a month-to-month status under these new terms, please sign and return this letter by [Deadline Date].

If you do not wish to renew your tenancy under these terms, please provide your formal notice to vacate by [Notice Deadline Date] in accordance with your current lease agreement.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

Tenant Acceptance:

I/We accept the conversion of the lease to a month-to-month agreement based on the terms outlined above.

Signature: _____ Date: _____

Signature: _____ Date: _____