

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Month-to-Month Premium Fee

Dear [Tenant Name],

Thank you for choosing to reside at [Property Name]. We are writing to provide you with advance notice regarding a change to your monthly housing costs.

Our records indicate that your current lease agreement is scheduled to expire on [Lease End Date]. Upon the expiration of your fixed-term lease, your residency will transition to a month-to-month tenancy.

Please be advised that effective [Date Increase Starts], a monthly "Month-to-Month Premium" fee in the amount of \$[Amount] will be applied to your account. This fee is in addition to your current monthly rent of \$[Current Rent Amount], bringing your total monthly payment to \$[Total Amount].

This premium fee covers the added flexibility and administrative costs associated with month-to-month arrangements. If you wish to avoid this premium, we invite you to sign a new long-term lease agreement. Please contact the management office by [Deadline Date] if you would like to discuss renewal options.

All other terms and conditions of your original rental agreement remain in full force and effect.

Sincerely,

[Landlord/Manager Name]

[Property Management Company]

[Phone Number]