

Date: [Insert Date]

To: [Tenant Name]

Company: [Tenant Company Name]

Address: [Property Address/Suite Number]

RE: NOTICE OF MONTH-TO-MONTH PREMIUM FEE

Dear [Tenant Name],

This letter serves as formal notice regarding your commercial lease agreement for the premises located at [Property Address], which is currently operating on a month-to-month basis following the expiration of the initial lease term on [Original Lease End Date].

Please be advised that effective [Start Date of Increase], a Monthly Premium Fee will be applied to your account. This fee is standard for month-to-month tenancies to account for the lack of a long-term commitment and the increased administrative costs associated with flexible leasing.

Updated Payment Terms:

- **Current Base Rent:** \$[Amount]
- **Month-to-Month Premium Fee:** \$[Amount]
- **New Total Monthly Payment:** \$[Total Amount]

This premium fee will remain in effect for as long as the tenancy remains on a month-to-month basis. All other terms and conditions of your original lease agreement remain in full force and effect.

If you wish to avoid this premium fee by committing to a new long-term lease agreement, please contact our office at [Phone Number] or [Email Address] by [Deadline Date] to discuss renewal options.

Thank you for your continued tenancy.

Sincerely,

[Landlord/Property Manager Name]

[Management Company Name]

[Contact Information]