

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

**RE: Notice of Lease Expiration and Month-to-Month Premium Fee**

Dear [Tenant Name],

This letter serves as a formal reminder that your current lease agreement for the property located at [Property Address] is scheduled to expire on **[Lease End Date]**.

According to the terms of your lease, if you do not sign a new long-term lease agreement and remain in the property after the expiration date, your tenancy will automatically convert to a month-to-month status.

Please be advised that starting on **[Date Month-to-Month Begins]**, a monthly premium fee will be applied to your account. Your new monthly payment obligations will be as follows:

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

If you wish to avoid this premium fee by signing a new fixed-term lease, or if you intend to vacate the premises by the end of your current term, please contact the management office no later than [Deadline Date].

If you intend to move out, you must provide written notice at least [Number of Days] days prior to your departure, as required by your lease agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

[Email Address]