

[Landlord/Property Manager Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

[Tenant Name]  
[Address]  
[Unit Number]  
[City, State, Zip Code]

**RE: Notice of Month-to-Month Tenancy Premium Fee Adjustment**

Dear [Tenant Name],

This letter serves as formal notice regarding your month-to-month tenancy at [Property Address].

Effective [Effective Date of Increase], the monthly "Month-to-Month Premium" fee for your tenancy will be adjusted. As you are currently occupying the premises on a month-to-month basis rather than a fixed-term lease, this premium reflects the administrative costs and flexibility associated with this arrangement.

The details of the adjustment are as follows:

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

Please note that all other terms and conditions of your original rental agreement remain in full force and effect. This new total monthly payment will be due on [Date of First New Payment] and on the first day of each month thereafter.

If you wish to avoid this premium by signing a new long-term lease agreement (e.g., 12 months), please contact our office by [Deadline Date] to discuss available options and rates.

Thank you for your continued residency.

Sincerely,

[Signature]  
[Printed Name]  
[Title/Property Management Company]