

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

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

Dear [Tenant Name],

As your current fixed-term lease agreement for the property located at [Property Address] is set to expire on [Lease End Date], your tenancy will automatically convert to a month-to-month agreement effective [Start Date of Month-to-Month].

Please be advised that in accordance with the terms of your lease agreement and company policy, all month-to-month tenancies are subject to a monthly "Month-to-Month Premium Fee." This fee accounts for the increased administrative costs and the flexibility provided by a non-fixed term arrangement.

Beginning on [Date], your monthly rent obligations will be as follows:

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

All other terms and conditions of your original lease agreement remain in full force and effect. This fee will be applied to your account on the first of every month until a new fixed-term lease is signed or a formal 30-day notice to vacate is provided by either party.

If you would like to avoid this premium fee by signing a new long-term lease agreement, please contact our office at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for being a valued resident.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]