

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number]

Dear [Insert Tenant Name],

Your current lease agreement is scheduled to expire on **[Insert Expiration Date]**. We value your residency and would like to offer you the following options for continuing your stay:

### **Option 1: New Lease Renewal**

- New Lease Term: [Insert Term, e.g., 12 Months]
- New Monthly Rent: \$[Insert Amount]
- Effective Date: [Insert Date]

### **Option 2: Month-to-Month Agreement**

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

Please notify us of your decision by **[Insert Deadline Date]**. If we do not receive a signed renewal or a formal notice to vacate by this date, your lease will automatically convert to the Month-to-Month status including the premium fee listed above.

If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

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### **Tenant Election:**

I/We elect to (check one):

Renew for a [Insert Term] lease at \$[Insert Amount] per month.

Convert to Month-to-Month status at \$[Insert Total Amount] per month.

[ ] Vacate the premises by [Insert Expiration Date].

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_