

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Month-to-Month Premium Fee Assessment

Dear [Tenant Name],

This letter serves as formal notice regarding your residential lease agreement for the property located at [Property Address].

According to our records, your fixed-term lease expires on [Lease End Date]. As you have elected to continue your residency on a month-to-month basis rather than signing a new long-term lease renewal, a Month-to-Month Premium Fee will be applied to your account.

Effective [Effective Date], your monthly financial obligations will be as follows:

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

This premium fee is assessed to cover the increased administrative costs and flexibility associated with short-term, periodic tenancies. All other terms and conditions of your original lease agreement remain in full force and effect.

If you would prefer to avoid this premium fee by signing a new fixed-term lease agreement, please contact the management office at [Phone Number] or [Email Address] no later than [Deadline Date].

Thank you for your continued residency.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]