

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Month-to-Month Premium Fee

Dear [Tenant Name],

According to our records, your current fixed-term lease agreement for the property located at [Property Address] is scheduled to expire on [Lease End Date].

As per the terms of your lease agreement, if you choose not to renew for a new fixed term and instead transition to a month-to-month tenancy, a monthly premium fee will be applied to your account. This fee is in addition to your standard monthly rent.

Effective Date: [Date Premium Begins]

Standard Monthly Rent: \$[Amount]

Month-to-Month Premium Fee: \$[Amount]

Total New Monthly Payment: \$[Total Amount]

The total monthly payment listed above will be due on the [Day] of each month starting [Date]. All other terms and conditions of your original lease agreement remain in full force and effect.

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

Thank you for being a valued resident.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Information]