

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Property Address]

Dear [Tenant Name(s)],

This letter serves as a formal disclosure regarding the rental terms for the property located at the address listed above. Our records indicate that your current fixed-term lease agreement is scheduled to expire on [Lease End Date].

Per the terms of your lease agreement, if a new fixed-term lease is not signed, your tenancy will automatically convert to a month-to-month agreement starting on [Start Date of Month-to-Month].

Please be advised that all month-to-month tenancies are subject to a monthly "Month-to-Month Premium Fee." This fee is in addition to your standard monthly rent.

Month-to-Month Financial Terms:

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

This premium fee covers the added administrative costs and the flexibility provided by a non-fixed-term commitment. All other terms and conditions of your original lease agreement remain in full force and effect.

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

If you intend to vacate the property at the end of your current lease, please submit your written notice to vacate as required by your contract.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]