

Date: [Current Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Property Address]

Dear [Tenant Name],

As previously agreed, your fixed-term lease will transition to a month-to-month tenancy effective [Month-to-Month Start Date].

Because your current lease ends on [Lease End Date] and the new billing cycle begins on [Full Rent Start Date], your rent for the period of [Start Date] to [End Date] will be prorated.

**Prorated Rent Calculation:**

- Monthly Rent: \$[Amount]
- Daily Rate: \$[Amount] (Monthly Rent divided by [Number of Days in Month])
- Number of Days: [Number]
- **Total Prorated Amount Due: \$[Total Amount]**

Please submit this payment by [Due Date] via [Payment Method]. Following this period, your regular monthly rent of \$[Amount] will be due on the [Day] of each month as part of your month-to-month agreement.

All other terms and conditions of your original lease agreement remain in full force and effect.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]