

Date: [Date]

Tenant Name(s): [Tenant Name]

Property Address: [Property Address, Unit Number]

Dear [Tenant Name],

Your current lease agreement for the property listed above is scheduled to expire on [Lease End Date]. We would like to offer you the opportunity to renew your lease for an additional term of [Number] months.

To proceed with this renewal, we require a Co-Signer (Guarantor) to sign the new lease agreement. This requirement is based on [mention reason: e.g., updated income requirements, credit criteria, or previous payment history].

Requirements for the Co-Signer:

- Completed Co-Signer Application form.
- Proof of income (e.g., recent pay stubs or tax returns).
- Valid government-issued photo ID.
- [Additional Requirement, if any].

Please provide the Co-Signer's contact information or have them submit their application by [Deadline Date]. Once the Co-Signer is approved, we will send the formal Lease Renewal Agreement to all parties for signature.

If you choose not to provide a Co-Signer or do not wish to renew, please submit your written notice to vacate by [Notice Deadline Date].

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]