

[Current Date]

[Landlord or Property Manager Name]

[Address]

[City, State, Zip Code]

RE: Release of Guarantor for Lease at [Property Address]

Dear [Landlord/Manager Name],

This letter serves as a formal request regarding the Lease Agreement dated [Original Lease Date] for the property located at [Property Address].

Due to a change in tenancy, specifically the departure of [Outgoing Tenant Name] and the addition of [Incoming Tenant Name], I am requesting a formal release from my obligations as Guarantor for the aforementioned lease.

It is my understanding that [Incoming Tenant Name] has met your screening requirements and will be assuming full responsibility under the new or amended lease agreement. Consequently, I request that my personal liability for any rent, damages, or obligations occurring after [Date of Change/New Lease Start Date] be terminated.

Please provide written confirmation or a signed copy of this release for my records. If there are specific documents or addendums required to finalize this transition, please let me know at your earliest convenience.

Thank you for your cooperation in this matter.

Sincerely,

[Signature]

[Printed Name of Guarantor]

[Phone Number]

[Email Address]

Landlord/Agent Acknowledgment:

I, [Landlord/Agent Name], hereby agree to release [Guarantor Name] from all future obligations under the lease for [Property Address] effective as of [Date].

Signature: _____ Date: _____