

[Date]

[Guarantor Name]  
[Guarantor Address]  
[City, State, Zip Code]

**Subject: Notice of Annual Lease Renewal for [Tenant Name]**

Dear [Guarantor Name],

This letter serves as a formal notification that the lease agreement for [Tenant Name], located at [Property Address], is scheduled to expire on [Lease End Date].

The tenant has expressed interest in renewing the lease for an additional [Number] month term, effective [New Start Date].

As you are currently the designated Guarantor for this lease, your guarantee will automatically extend to cover the new renewal period under the same terms and conditions, unless otherwise specified. The updated rent amount for the renewal term will be \$[Rent Amount] per month.

If there have been any significant changes to your financial status or contact information, please notify our office immediately. If you wish to continue as the guarantor, no further action is required; however, if we require a signed addendum, it is attached to this letter for your signature.

Please contact us at [Phone Number] or [Email Address] if you have any questions regarding this renewal.

Sincerely,

[Your Name/Property Manager Name]  
[Landlord/Management Company Name]