

Date: [Insert Date]

To: [Co-Signer Name]

Address: [Co-Signer Address]

City, State, Zip: [City, State, Zip]

Subject: Reminder: Extension of Co-Signer Agreement

Dear [Co-Signer Name],

This letter is a formal reminder regarding the Co-Signer Agreement you entered into on [Original Agreement Date] for the lease/loan held by [Primary Tenant/Borrower Name] at [Property Address or Account Number].

The current agreement is scheduled to expire on [Expiration Date]. As the primary party has requested an extension of their [Lease/Loan] for an additional term of [Duration, e.g., 12 months], your continued guarantee is required to maintain the current terms.

To extend your obligations as a co-signer, please review and sign the attached Extension Addendum. This document confirms that you agree to remain financially responsible for the obligations of the agreement through the new expiration date of [New Expiration Date].

Please return the signed document by [Deadline Date] via [Submission Method, e.g., Email or Mail].

If you have any questions regarding this extension or no longer wish to serve as a co-signer, please contact our office immediately at [Phone Number] or [Email Address] to discuss the available options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]