[Date]

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

RE: Notice of Upcoming Lease Renewal

Dear [Guarantor Name],

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

As the registered Guarantor for this lease, we are notifying you that the Tenant has been invited to renew their tenancy for an additional term. If the Tenant chooses to renew the lease, your obligations as a Guarantor will continue through the new lease period, subject to the signing of a renewal agreement or extension.

Current Status:

- Original Lease Expiration: [Date]
- Renewal Offer Sent to Tenant: [Date]
- Deadline for Response: [Date]

No action is required from you at this moment. However, we wanted to ensure you are informed of the upcoming expiration and the potential extension of your guarantee. Once the Tenant has confirmed their intent to renew, we will provide you with the updated documents for your records or signature, if applicable.

If you have any questions regarding your status as a Guarantor or the renewal process, please contact our office at [Phone Number] or [Email Address].

Sincerely,

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