

[Date]

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

**RE: Lease Renewal Commitment for [Tenant Name] - [Property Address / Unit Number]**

Dear [Guarantor Name],

This letter is a formal reminder regarding the upcoming lease expiration for [Tenant Name] on [Lease End Date]. The tenant has expressed their intent to renew the lease for an additional term starting [New Lease Start Date].

As you are the current guarantor for the existing lease, your continued commitment is required for the renewal process to be finalized. Under the terms of the renewal, you will continue to be responsible for all financial obligations, including rent and any damages, should the tenant fail to meet them.

To proceed with the renewal, please complete the following steps:

- Review the attached Guarantee Renewal Form.
- Sign and date the document in the presence of a notary (if required).
- Return the document to our office by [Deadline Date].

Please be advised that the lease renewal cannot be fully executed until we receive your signed commitment. Failure to provide this documentation may result in the lease transitioning to a month-to-month status at a higher rate or the requirement for the tenant to vacate the premises.

If you have any questions regarding the terms of the guarantee or the renewal process, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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