

[Date]

[Co-Signer Name]

[Co-Signer Address]

[City, State, Zip Code]

Re: Lease Renewal Notice for [Tenant Name]

Dear [Co-Signer Name],

This letter is to inform you that the current residential lease for [Tenant Name] at [Property Address] is scheduled to expire on [Lease End Date].

As you are a co-signer on the original lease agreement, we are reaching out to confirm your intent to continue as a guarantor for the upcoming renewal term. The proposed new lease term will run from [Start Date] to [End Date] at a monthly rent of \$[Rent Amount].

To proceed with the renewal, please follow these steps:

- Review the attached renewal agreement.
- Sign the document where indicated for the co-signer.
- Return the signed document by [Due Date].

If the tenant chooses not to renew or if you no longer wish to serve as a co-signer, please contact our office immediately to discuss the move-out process or the requirements for tenant re-qualification.

Thank you for your continued cooperation.

Sincerely,

[Landlord or Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]