Date: [Date]

To: [Co-Signer Name]
Address: [Co-Signer Mailing Address]

Subject: Lease Renewal Notice for [Tenant Name]

Dear [Co-Signer Name],

This letter is to inform you that the lease agreement for the property located at **[Property Address]**, for which you currently serve as a co-signer for **[Tenant Name]**, is scheduled to expire on **[Lease End Date]**.

The tenant has expressed interest in renewing the lease for an additional term of [Number] months. As the co-signer, your guarantee of the lease obligations remains a requirement for this renewal.

Renewal Terms:

- **New Lease Term:** [Start Date] to [End Date]
- **New Monthly Rent:** $[Amount]
- **Security Deposit:** [Status of deposit]

If you agree to continue as the co-signer under these terms, please sign the attached renewal addendum and return it to our office by [Deadline Date].

Please note that if the renewal documents and co-signer signatures are not completed by the deadline, the tenant will be required to vacate the premises by the end of the current lease term.

If you have any questions regarding the renewal or your responsibilities as a co-signer, please contact [Landlord/Property Manager Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]
[Title]
[Phone Number]