

Date: [Current Date]

To: [Tenant Name]

And: [Co-Signer Name]

Property Address: [Property Address, Unit Number]

Subject: Lease Renewal Notice

Dear [Tenant Name] and [Co-Signer Name],

This letter is to remind you that your current lease agreement for the property located at [Property Address] is scheduled to expire on [Lease Expiration Date].

We would be pleased to offer a renewal of your lease. The terms for the new lease period starting [Start Date] are as follows:

- New Monthly Rent: \$[Amount]
- Lease Term: [Number of Months/Years]
- New Expiration Date: [Date]

Please note that [Co-Signer Name] will continue to remain responsible for the financial obligations of the lease agreement as a Co-Signer for the new term.

Please notify us of your intent to renew or vacate by [Deadline Date]. If you choose to renew, we will prepare the updated lease documents for both the Tenant and Co-Signer to sign.

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]