

[Date]

[Co-Signer Name]

[Co-Signer Address]

[City, State, Zip Code]

**Subject: Notice of Upcoming Lease Renewal**

Dear [Co-Signer Name],

This letter is to formally notify you that the lease agreement for the property located at [Property Address], for which you are a registered co-signer, is scheduled to expire on [Lease Expiration Date].

The current tenant, [Tenant Name], has expressed interest in renewing the lease for an additional term of [Number] months. As the co-signer, your current obligations and financial guarantee will carry over into the new lease term unless otherwise negotiated.

**Renewal Terms:**

- New Lease Period: [Start Date] to [End Date]
- New Monthly Rent: \$[Amount]
- Security Deposit Top-up (if applicable): \$[Amount]

Please review the attached renewal agreement. To proceed with the renewal, we require your signature alongside the tenant's signature. If you no longer wish to act as a co-signer for this new term, please contact our office immediately to discuss the necessary steps, as the tenant may need to provide a new guarantor or meet income requirements independently.

Kindly return the signed documents by [Deadline Date] to ensure the lease is processed on time.

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

Sincerely,

[Property Manager/Landlord Name]

[Management Company Name]