

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Notice of Renter's Insurance Requirement**

Dear [Tenant Name],

This letter serves as a formal reminder regarding the renter's insurance requirement as outlined in your lease agreement for the property located at [Property Address].

Per the terms of your lease, all tenants are required to maintain a valid renter's insurance policy with a minimum liability coverage of \$[Amount]. Our records indicate that we do not have a current certificate of insurance on file for your unit.

Please provide proof of coverage by [Deadline Date]. The policy must list [Landlord/Property Management Name] as an "Interested Party" or "Additional Interest" so that we receive notifications of renewals or cancellations.

You may submit your proof of insurance via:

- Email: [Email Address]
- Online Portal: [Website URL]
- In-Person: [Office Address]

Failure to provide proof of insurance is a violation of your lease agreement. If you have already renewed your policy, please disregard this notice and send us the updated documents as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]