

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

Subject: Request for Proof of Renters Insurance

Dear [Tenant Name],

This letter is a formal request for a copy of your current renters insurance policy declarations page. As per the terms of your lease agreement for the property located at [Property Address], all tenants are required to maintain active renters insurance coverage.

Please ensure that your policy meets the following requirements:

- Minimum liability coverage of \$[Amount].
- [Property Management Name/Landlord Name] listed as an "Additional Interested Party."
- Policy must be currently active.

Please provide this documentation to our office by [Due Date]. You may submit it via email at [Email Address] or drop off a physical copy at [Office Address].

If you have already provided this information or have recently updated your policy, please disregard this notice and contact us to ensure our records are up to date.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]
[Company Name]
[Phone Number]