

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Address and Unit Number]

Subject: SECOND NOTICE - Request for Proof of Renters Insurance

Dear [Tenant Name],

This is a follow-up to our previous request sent on [Date of First Notice] regarding your proof of renters insurance. As of today, we have not received a copy of your current insurance policy or a Certificate of Insurance.

Per your lease agreement, all residents are required to maintain a renters insurance policy with a minimum liability coverage of \$[Insert Amount]. Additionally, **[Insert Landlord/Property Management Name]** must be listed as an "Additional Interested Party" or "Certificate Holder" on the policy.

Please provide a copy of your insurance declaration page by **[Insert Deadline Date]**. You may submit this documentation via:

- Email: [Insert Email Address]
- Online Portal: [Insert URL if applicable]
- In-Person: [Insert Office Address]

Failure to provide proof of insurance is a violation of your lease agreement. If you have already renewed your policy or sent this information, please contact us immediately to update our records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]