

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Request for Proof of Renters Insurance - Lease Renewal

Dear [Tenant Name],

As we prepare for your upcoming lease renewal on [Lease Renewal Date], we require an updated copy of your renters insurance policy for our records.

Per the terms of your lease agreement, all residents are required to maintain a valid renters insurance policy throughout the duration of their tenancy. Please ensure your documentation includes the following:

- Policy Number
- Effective dates covering the new lease term
- Minimum liability coverage of \$[Amount]
- [Landlord/Property Management Name] listed as "Additional Interested Party"

Please submit the updated Proof of Insurance or the Policy Declarations Page to our office via [Email Address/Online Portal/Hand Delivery] no later than [Due Date].

Failure to provide this documentation may delay the finalization of your lease renewal.

If you have any questions, please contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Management Name]

[Contact Information]