

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

**Subject: Annual Verification of Renters Insurance Proof**

Dear [Tenant Name],

This letter is a formal request for your annual proof of renters insurance as required by your lease agreement dated [Lease Start Date].

To remain in compliance with your lease, please provide a copy of your current Insurance Declaration Page. Your policy must meet the following minimum requirements:

- Minimum Personal Liability Coverage: \$[Amount]
- Property Address listed as the insured location.
- [Landlord/Property Management Name] listed as "Additional Interested Party" or "Certificate Holder."

Please submit the updated documentation by [Due Date] via one of the following methods:

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

Failure to provide proof of active coverage may result in a lease violation or the placement of force-placed insurance at your expense.

If you have already provided this information recently, please disregard this notice.

Sincerely,

[Your Name/Management Name]

[Phone Number]

[Email Address]