

Date: [Date]

To: [Tenant Name]

From: [Landlord/Property Manager Name]

Property Address: [Rental Unit Address]

Subject: NOTICE OF EXPIRED RENTERS INSURANCE

Dear [Tenant Name],

Our records indicate that your renters insurance policy for the property listed above expired on [Expiration Date].

According to your lease agreement, you are required to maintain a valid renters insurance policy throughout the duration of your tenancy. Please provide proof of coverage, such as a new Declaration Page, reflecting the following requirements:

- Minimum Liability Coverage: \$[Amount]
- Interested Party/Additional Insured: [Name of Landlord/Property Management Company]
- Current Policy Term: [Start Date] to [End Date]

Please submit this documentation to our office via [Email/Online Portal/Mail] by [Due Date] to ensure you remain in compliance with your lease.

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]

[Your Title/Company Name]

[Your Phone Number]

[Your Email]