

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

Subject: Action Required: Proof of Renters Insurance

Dear [Tenant Name],

This letter is a formal request for updated proof of your renters insurance coverage for the property located at [Property Address].

Per the terms of your lease agreement, all residents are required to maintain a valid renters insurance policy with a minimum liability coverage of \$[Insert Amount] and list [Property Management Company/Landlord Name] as an "Interested Party" or "Additional Interest."

Please provide a copy of your **Certificate of Insurance (COI)** or your **Policy Declaration Page**. Ensure the document includes:

- Policy Number
- Effective and Expiration Dates
- Liability Coverage Amount
- Property Address

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

- Email: [Insert Email Address]
- Online Portal: [Insert Portal Link]
- In Person: [Insert Office Address]

Failure to provide proof of insurance may result in a lease violation or the enrollment in a landlord-placed liability waiver program at your expense, as outlined in your lease.

If you have already updated your policy or have any questions, please contact our office at [Insert Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]