

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number]

Dear [Tenant Name(s)],

This letter is a formal request for a current copy of your renters insurance policy declarations page. Per the terms of your lease agreement, all tenants are required to maintain active renters insurance coverage throughout the duration of their tenancy.

Please ensure that your proof of insurance includes the following:

- Policy number and expiration date
- Minimum liability coverage of \$[Insert Amount]
- [Insert Landlord/Property Name] listed as "Additional Interested Party" or "Interested Party"

Please provide this documentation to our office by [Insert Due Date]. You may submit it via email at [Insert Email Address] or deliver a hard copy to [Insert Office Address].

Failure to provide proof of insurance is a violation of your lease agreement. If you have already renewed your policy and sent us the updated documents, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord or Property Manager Name]

[Company Name]

[Phone Number]