

Current Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address and Unit Number]

**RE: NOTICE OF MISSING RENTERS INSURANCE DOCUMENTATION**

Dear [Tenant Name],

We are writing to notify you that our records indicate we have not yet received a current copy of your Renters Insurance policy or proof of renewal for the current lease term.

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 [Landlord/Property Management Name] as an "Interested Party" or "Additional Interest."

Please provide a copy of your **Certificate of Insurance** or your **Policy Declarations Page** no later than [Insert Deadline Date].

You may submit this documentation via:

- 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 mandatory Landlord Required Policy at your expense.

If you have already sent this information, please disregard this notice or contact us to ensure your file has been updated.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]