

[Date]

[Tenant Name]

[Unit Address]

[City, State, Zip Code]

RE: NOTICE OF NON-COMPLIANCE - PROOF OF RENTERS INSURANCE

Dear [Tenant Name],

This letter serves as a formal notice regarding your lease agreement for the property located at [Unit Address].

According to Section [Section Number] of your signed Lease Agreement, all residents are required to maintain a valid renters insurance policy with a minimum liability coverage of \$[Amount]. Additionally, [Landlord/Property Management Name] must be listed as an "Interested Party" or "Additional Interested Party" on the policy.

Our records indicate that we have not received a current Certificate of Insurance for your unit. To bring your lease into compliance, please provide a copy of your insurance declarations page including the following information:

- Insurance Provider Name
- Policy Number
- Policy Effective and Expiration Dates
- Liability Coverage Amount
- Property Management listed as Interested Party

Please submit this documentation to the management office via [Email Address] or in person no later than [Due Date].

Failure to provide proof of insurance may result in [Late Fees/Lease Violation Penalties/Force-Placed Insurance] as outlined in your agreement.

If you have already renewed your policy or submitted this information, please contact us immediately to update our records.

Sincerely,

[Management Name]

[Phone Number]

[Email Address]