

URGENT: ACTION REQUIRED

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Address and Unit Number]

Subject: Urgent Request for Proof of Renters Insurance

Dear [Tenant Name],

This is a formal notice that we have not received a current copy of your Renters Insurance policy for the property listed above. Per your lease agreement, maintaining active Renters Insurance coverage is a mandatory requirement of your tenancy.

Please provide a Certificate of Insurance or a copy of your Policy Declaration page within [Insert Number, e.g., 48] hours. Your documentation must show the following:

- Policy Number
- Effective and Expiration Dates
- Minimum Liability Coverage of at least \$[Insert Amount]
- [Insert Landlord/Company Name] listed as "Additional Interested Party" or "Interested Party"

You may submit this proof by:

- Email: [Insert Email Address]
- In-Person/Mail: [Insert Office Address]
- Tenant Portal: [Insert Website Link if applicable]

Failure to provide this documentation is a violation of your lease terms and may result in further action or the placement of forced-order insurance at your expense.

If you have already renewed your policy, please ensure your agent sends the updated documents immediately. If you have any questions, please contact the management office at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]