

[Your Name/Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**RE: FINAL WARNING - REQUIREMENT TO PROVIDE PROOF OF RENTERS INSURANCE**

Dear [Tenant Name],

This is a final formal notice regarding your failure to provide proof of active renters insurance for the property located at [Property Address].

Per the terms of your Lease Agreement dated [Lease Start Date], maintaining a renters insurance policy with a minimum liability coverage of \$[Amount] is a mandatory condition of your tenancy. Despite previous requests sent on [Date of first notice] and [Date of second notice], we have not received your updated Certificate of Insurance.

Please be advised that if you do not provide proof of valid insurance to our office by [Deadline Date/Time], you will be in material breach of your lease agreement. This may result in the following actions:

- Commencement of legal proceedings for lease termination (Eviction).
- Assessment of administrative non-compliance fees as permitted by your lease.
- Force-placed insurance coverage at your expense.

To resolve this matter immediately, please email your Certificate of Insurance to [Email Address] or deliver a physical copy to our management office.

If you have already submitted this documentation within the last 24 hours, please disregard this notice.

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]