

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number]

Dear [Tenant Name],

We are writing to inform you of an update to the property management policy regarding tenant protection and renters insurance requirements for your lease agreement.

To ensure all residents are adequately protected against unforeseen circumstances, we are now requiring an upgrade to your minimum insurance coverage. Effective [Insert Date], all tenants must maintain a renters insurance policy with the following minimum specifications:

- Personal Liability Coverage: [Insert Minimum Amount, e.g., \$100,000]
- Personal Property Coverage: [Insert Minimum Amount]
- Loss of Use/Additional Living Expenses: Included
- Interested Party: [Insert Management/Landlord Name and Address] must be listed as an "Additional Interested Party."

This upgrade is designed to provide you with better financial security in the event of fire, water damage, theft, or personal liability claims. Please contact your insurance provider to update your policy or secure a new one that meets these requirements.

Once you have obtained the updated policy, please provide a copy of the "Declaration Page" to our office no later than [Insert Deadline Date]. You may submit this via [Insert Submission Method, e.g., Email/Online Portal].

If you have any questions regarding these new requirements, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our community safe and protected.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]