

Date: [Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Reminder: Upcoming Renters Insurance Policy Expiration

Dear [Tenant Name],

This is a friendly reminder that your current renters insurance policy is scheduled to expire on **[Policy Expiration Date]**.

Per your lease agreement, maintaining active renters insurance coverage is a requirement for your residency at [Property Name/Address]. This coverage protects your personal belongings and provides liability protection during your tenancy.

To ensure you remain in compliance with your lease, please perform the following steps before the expiration date:

- Renew your current policy or obtain a new policy from your preferred provider.
- Ensure the policy meets the minimum liability requirement of \$[Amount].
- List [Landlord/Property Management Name] as an "Additional Interested Party" so we receive automated updates.
- Send a copy of your updated Declaration Page to [Email Address] or upload it to the tenant portal.

If you have already renewed your policy and provided us with the updated documentation, please disregard this notice.

Should you have any questions regarding these requirements, please contact the management office at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Contact Information]