

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: FIRST WARNING: NOTICE OF EXPIRED OR UNPAID RENTER'S INSURANCE

Dear [Tenant Name],

Our records indicate that we have not received proof of renewal or confirmation of payment for your renter's insurance policy, which is required under the terms of your lease agreement for the property located at [Rental Address].

Your previous policy on file expired on [Expiration Date] or has been flagged for non-payment. According to Section [Section Number] of your lease, maintaining active renter's insurance coverage is a mandatory condition of your residency.

Required Action:

Please provide a copy of your updated Insurance Declaration Page showing active coverage and [Landlord/Property Name] listed as an "Interested Party" or "Additional Interest" no later than [Deadline Date].

Failure to provide proof of insurance may result in a formal lease violation notice or the placement of force-placed insurance at your expense, as permitted by your lease agreement.

If you have already made this payment or updated your policy, please forward the confirmation to [Email Address] or bring a copy to the management office immediately so we can update your file.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Name]

[Property Management Company]

[Phone Number]