

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: ACTION REQUIRED: Missed Payment for Renter's Insurance

Dear [Tenant Name],

We are writing to notify you that we have received notice from [Insurance Company Name] that the premium payment for your renter's insurance policy (Policy #[Policy Number]) was not received by the due date of [Due Date].

As per your lease agreement, maintaining active renter's insurance coverage is a mandatory requirement. A lapse in coverage puts you at financial risk and constitutes a violation of your lease terms.

Required Action:

Please take the following steps immediately to resolve this issue:

- Contact your insurance provider to make the outstanding payment.
- Ensure the policy is reinstated or remains active.
- Provide our office with a copy of the updated "Certificate of Insurance" or proof of payment by [Deadline Date].

If you have already made this payment, please disregard this notice and provide us with the confirmation receipt so we can update our records.

Failure to provide proof of active coverage by the deadline mentioned above may result in further action as outlined in your lease agreement, including potential fees or the purchase of a forced-place liability policy at your expense.

Thank you for your prompt attention to this matter.

Sincerely,

[Property Manager Name]

[Management Company/Landlord Name]

[Phone Number]

[Email Address]