

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: NOTICE OF OVERDUE RENTER'S INSURANCE PAYMENT

Dear [Tenant Name],

This letter is to inform you that we have not received proof of payment or a valid certificate for your renter's insurance policy for the period starting [Start Date]. According to your lease agreement, maintaining active renter's insurance is a requirement of your tenancy.

To resolve this matter, please select one of the following payment options to bring your account up to date:

- **Option 1: Online Portal** - Log in to [Website URL] and pay the premium directly via credit card or e-check.
- **Option 2: Phone Payment** - Call our billing department at [Phone Number] to process your payment over the phone.
- **Option 3: In-Person/Mail** - Send a check or money order payable to [Company Name] to the following address: [Mailing Address].
- **Option 4: Third-Party Provider** - If you have purchased insurance through a private carrier, please upload your "Proof of Insurance" or "Declaration Page" to [Upload Link/Email Address].

Please ensure that payment is made or proof of coverage is provided by [Due Date] to avoid potential lease violation fees or further administrative action.

If you have already made this payment or updated your policy, please disregard this notice.

Sincerely,

[Property Manager Name]

[Company Name]

[Contact Information]