

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: IMPORTANT ACCOUNT UPDATE - NOTICE OF INSURANCE LAPSE

Dear [Tenant Name],

We are contacting you regarding your lease agreement for the property located at [Property Address]. According to our records, your renter's insurance policy has expired or has been cancelled effective [Date of Lapse].

Per the terms of your lease agreement, maintaining active renter's insurance coverage is a mandatory requirement. This insurance protects your personal belongings and provides liability coverage.

Action Required:

Please provide proof of renewed or updated insurance coverage within [Number of Days] days of the date of this letter. The policy must meet the following criteria:

- Minimum liability coverage of \$[Amount]
- [Property Management Name] listed as "Additional Interested Party" or "Certificate Holder"
- Policy effective dates covering the current lease term

You may submit your updated Certificate of Insurance (COI) by:

- Emailing a digital copy to: [Email Address]
- Uploading it to the Resident Portal: [URL]
- Dropping off a hard copy at the management office

Failure to provide proof of insurance may result in a lease violation fee or the placement of forced-placed insurance at your expense, as outlined in your lease.

If you have already renewed your policy, please disregard this notice and ensure your provider has sent us the updated documents.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company]
[Phone Number]