

Date: [Current Date]

[Tenant Name]  
[Property Address]  
[Unit Number]  
[City, State, Zip Code]

**Subject: FIRST NOTICE: Proof of Renters Insurance Past Due**

Dear [Tenant Name],

This letter serves as a formal notice that we have not yet received your updated proof of renters insurance for the property listed above.

Per the terms of your lease agreement, all residents are required to maintain a valid renters insurance policy with a minimum liability coverage of \$[Amount] and list [Property Management Name/Landlord] as an "Interested Party" or "Additional Interest."

Our records indicate that your previous policy has expired or we have not received documentation for the current period. Please provide a copy of your Insurance Declaration Page no later than [Due Date].

You may submit your proof of insurance via the following methods:

- Email: [Email Address]
- Online Portal: [Website URL]
- In Person: [Office Address]

Failure to provide proof of insurance is a violation of your lease agreement and may result in [Non-compliance fee/Force-placed insurance] being charged to your account.

If you have already submitted this documentation, please disregard this notice.

Sincerely,

[Landlord/Property Manager Name]  
[Phone Number]  
[Email Address]