

**Date:** [Date]

**To:** [Tenant Name(s)]

**Address:** [Property Address, Unit Number]

**City, State, Zip:** [City, State, Zip Code]

**RE: SECOND NOTICE - PROOF OF RENTERS INSURANCE REQUIRED**

Dear [Tenant Name],

Our records indicate that we have still not received your updated proof of renters insurance. This is our second request for this documentation.

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

**Please provide a copy of your Certificate of Insurance (COI) or your policy declaration page no later than [Deadline Date].**

You may submit the required documentation by:

- **Email:** [Email Address]
- **Tenant Portal:** [URL/Link to Portal]
- **In Person:** [Office Address]

Failure to provide proof of insurance is a violation of your lease agreement. If we do not receive this documentation by the date mentioned above, we may be forced to take further action or place a forced-place liability policy at your expense as permitted by your lease.

If you have already sent this information, please disregard this notice.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]