

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

Subject: NOTICE OF OVERDUE RENTERS INSURANCE INSTALLMENT

Dear [Tenant Name],

This letter is to inform you that we have not received the installment payment for your renters insurance policy, which was due on [Due Date].

According to your lease agreement dated [Lease Start Date], maintaining active renters insurance is a mandatory requirement of your tenancy. As of today, your account shows an outstanding balance of \$[Amount Due].

Please submit your payment by [Grace Period Deadline Date] to ensure your coverage remains active and you remain in compliance with your lease. You may make your payment via [Payment Method/Online Portal].

If you have already sent your payment, please disregard this notice. If you have recently switched providers, please provide a copy of your new Declaration of Coverage to the management office immediately.

Failure to provide proof of insurance or settle this balance may result in [Late Fees/Policy Cancellation/Lease Violation Notice].

If you have any questions regarding this balance, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]