

Date: [Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

Subject: ACTION REQUIRED: Renters Insurance Payment/Proof of Coverage

Dear [Tenant Name],

This is a formal notice regarding your renters insurance requirement as outlined in your lease agreement. Our records indicate that we have not received updated proof of coverage or confirmation of payment for your policy.

Current Status: [Expired / Payment Overdue / Missing Documentation]

To remain in compliance with your lease, please complete one of the following actions by [Due Date]:

- **Provide Proof of Renewal:** Send a copy of your updated Declaration Page showing the policy is active.
- **Submit Proof of Payment:** Provide a receipt or confirmation from your insurance provider showing the premium has been paid.
- **Update Interested Party:** Ensure that [Property Management Name/Landlord] is listed as an "Additional Interested Party" on the policy.

Please upload the required documents to the [Tenant Portal Name] or reply to this email with the attachments. Failure to maintain active renters insurance is a violation of your rental agreement and may result in [Late Fees / Forced-Placed Insurance Charges].

If you have already made this payment or updated your policy within the last 24 hours, please disregard this notice.

Sincerely,

[Your Name/Management Name]

[Phone Number]

[Email Address]