

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: IMPORTANT NOTICE - RENTERS INSURANCE PAYMENT STATUS

Dear [Tenant Name],

This letter is to inform you that we have received notification regarding an issue with your renters insurance policy payment for the property located at [Property Address].

Our records indicate the following status: [Lapsed / Non-Payment / Pending Cancellation].

Per your lease agreement, maintaining active renters insurance coverage is a mandatory requirement. This insurance protects your personal belongings and provides liability coverage, which is essential for your residency.

Please take the following actions immediately:

- Contact your insurance provider to settle any outstanding balances.
- Ensure your policy is reinstated or updated to active status.
- Provide our office with a copy of the updated Certificate of Insurance or proof of payment by [Date].

Failure to maintain continuous coverage may result in a lease violation or the placement of a forced-placed insurance policy at your expense, as outlined in your rental contract.

If you have already made this payment or have switched providers, please forward the updated documentation to [Email Address/Office Address] as soon as possible so we can update our files.

Thank you for your prompt attention to this matter.

Sincerely,

[Management Name/Landlord Name]

[Contact Phone Number]

[Email Address]