

**DATE:** [Current Date]

**TO:** [Tenant Name]

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

**SUBJECT: FINAL NOTICE - PAST DUE RENTERS INSURANCE INSTALLMENT**

Dear [Tenant Name],

Our records indicate that we have not yet received payment for your renters insurance installment due on [Due Date]. This is your final notice regarding this balance.

**Outstanding Balance:** \$[Amount Due]

**Due Immediately:** [Payment Deadline Date]

Please be advised that maintaining active renters insurance is a requirement of your lease agreement. Failure to pay this installment may result in a lapse of coverage. If your policy is cancelled, you will be in violation of your lease, which may lead to further administrative fees or legal action.

Please submit your payment immediately through the [Online Portal Name] or by delivering a check to the management office.

If you have already made this payment, please disregard this notice or provide us with a copy of your receipt to update our records.

Sincerely,

[Your Name/Property Management Name]

[Phone Number]

[Email Address]