[Date]

[Tenant Name]
[Unit Number]
[Property Address]

Subject: Delivery of Annual Tenant Insurance Policy Renewal

Dear [Tenant Name],

Enclosed please find the renewal documents for your Tenant Insurance Policy, number [Policy Number]. This policy has been renewed for the period of [Start Date] to [End Date].

As per the terms of your lease agreement, maintaining active renter's insurance is a requirement. Please review the attached summary of coverage to ensure your personal property limits and liability protection still meet your needs.

Next Steps:

- Review your coverage limits and deductibles.
- Update any changes to your contact information.
- Keep a copy of these documents for your records.

If you have any questions regarding your premium or wish to make adjustments to your coverage, please contact our office at [Phone Number] or reply to this email.

Thank you for being a valued tenant.

Sincerely,

[Sender Name]
[Property Management Company/Insurance Agency Name]
[Contact Information]