Date: [Insert Date]

To: [Tenant Name(s)]
Property Address: [Insert Full Address and Unit Number]

Subject: Notice of Required Renter's Insurance Policy Delivery

Dear [Tenant Name],

Pursuant to your lease agreement dated [Lease Start Date], all residents are required to maintain a valid renter's insurance policy for the duration of their residency at [Property Name/Address].

Our records indicate that we do not have a current copy of your insurance policy on file. To comply with the terms of your lease, please provide a copy of your Certificate of Insurance (COI) or Policy Declaration Page to our office no later than [Due Date].

Your policy must meet the following minimum requirements:

- **Minimum Liability Coverage:** $[Insert Amount, e.g., $100,000]
- **Interested Party:** [Insert Management Company/Landlord Name and Address] must be listed as an "Additional Interested Party" or "Certificate Holder."
- **Policy Term:** Must cover the current lease period.

How to submit your proof of insurance:

- **Email:** [Insert Email Address]
- **Online Portal:** [Insert Link to Tenant Portal]
- **In Person/Mail:** [Insert Office Address]

Please note that failure to provide proof of active coverage may result in a lease violation and/or the enrollment in a Landlord Required Resident Liability program at your expense, as outlined in your lease agreement.

If you have already updated your policy or sent this information recently, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]
[Management Company Name]
[Phone Number]