Date: [Insert Date]

To: [Tenant Name]
Address: [Tenant Mailing Address]
City, State, Zip: [City, State, Zip]

RE: NOTICE OF LEASE VIOLATION - LAPSED GENERAL LIABILITY INSURANCE

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your lease agreement dated [Lease Start Date] for the premises located at [Property Address].

According to Section [Insert Section Number] of your lease, you are required to maintain active General Liability Insurance coverage at all times during your tenancy. Our records indicate that your insurance policy has expired or has been cancelled as of [Date of Lapse/Expiration].

To remedy this violation, you must provide a valid Certificate of Insurance (COI) showing current coverage that meets the requirements outlined in your lease agreement. This documentation must be submitted to our office no later than [Insert Deadline Date].

Please ensure that [Landlord/Company Name] is listed as an "Additional Insured" on the policy as required.

Failure to provide proof of insurance by the date specified above may result in further action, including but not limited to, the assessment of fines, the placement of forced-placed insurance at your expense, or the initiation of eviction proceedings.

If you have already renewed your policy, please forward the updated certificate to [Email Address] or [Physical Address] immediately.

Sincerely,

[Your Name/Property Manager Name]
[Company Name]
[Phone Number]
[Email Address]