

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Insurance Documentation Required for Lease Renewal

Dear [Tenant Name],

As your current lease agreement for the property located at [Property Address] is approaching its expiration on [Current Lease End Date], we are preparing the renewal documentation.

Please be advised that as a condition of your lease renewal, you are required to provide an updated Certificate of Insurance (COI) proving active coverage for the new term. Our records indicate that your current policy expires on [Policy Expiration Date].

To finalize your renewal, your insurance policy must meet the following requirements:

- **General Liability:** Minimum coverage of \$[Amount] per occurrence.
- **Additional Insured:** [Landlord/Property Management Name] must be listed as an "Additional Insured."
- **Address:** The insured premises address must match the property address listed above.

Please submit the updated certificate to our office via [Email Address] or by mail no later than [Due Date]. Failure to provide proof of insurance may delay the execution of your lease renewal.

If you have already renewed your policy, please ensure your agent forwards the updated certificate to us as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Phone Number]

[Email Address]