

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Property Address/Unit Number]

**Subject: NOTICE OF NON-COMPLIANCE - RENTERS INSURANCE REQUIRED**

Dear [Tenant Name],

This letter serves as a formal notification regarding your lease agreement for the property located at [Property Address].

Per the terms of your lease agreement, Section [Section Number], all residents are required to maintain a valid renters insurance policy with a minimum liability coverage of \$[Amount] throughout the duration of the tenancy. Additionally, [Landlord/Property Management Name] must be listed as an "Interested Party" or "Additional Interested Party" on the policy.

Our records indicate that we have not received updated proof of insurance for your account due to one of the following reasons:

- No policy is currently on file.
- Your previous policy has expired.
- The current policy does not meet the minimum liability requirements.
- The property management is not listed as an interested party.

**Action Required:**

Please provide a copy of your Insurance Declaration Page no later than [Due Date]. You may submit this documentation via [Email Address/Online Portal/Physical Address].

Failure to provide proof of insurance is a violation of your lease agreement and may result in [Late Fees/Administrative Charges/Legal Action] as outlined in your contract.

If you have already renewed your policy or believe this notice was sent in error, please contact the management office immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Management Name]

[Property Name/Company]

[Contact Information]