

Date: [Date]

Tenant Name: [Tenant Name]

Address: [Property Address]

Unit Number: [Unit Number]

RE: URGENT - Notice of Renter's Insurance Policy Lapse

Dear [Tenant Name],

Our records indicate that your required renter's insurance policy with [Insurance Company Name] has lapsed or expired as of [Date].

Per the terms of your Lease Agreement, maintaining active renter's insurance is a mandatory requirement of your tenancy. This coverage protects your personal belongings and provides liability protection for the property.

Action Required:

Please provide proof of active coverage or a renewal certificate to the management office within [Number] days of this notice. You may submit this via [Email Address/Portal/Office].

Referral Information:

If you need assistance obtaining a new policy, we have referred your contact information to our preferred provider, [Insurance Provider Name], at [Phone Number/Website]. They are familiar with our building requirements and can offer competitive quotes.

Failure to provide proof of insurance may result in a lease violation or the implementation of a forced-placed insurance fee as outlined in your contract.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]