

Date: [Insert Date]

Subject: ACTION REQUIRED: Renters Insurance Policy Renewal

Dear [Tenant Name],

Our records indicate that your current renters insurance policy for the property located at **[Property Address]** is set to expire on **[Expiration Date]**.

Per the terms of your lease agreement, maintaining active renters insurance coverage is a requirement of your tenancy. To remain in compliance, please take the following actions immediately:

- Renew your current policy or purchase a new policy with a reputable provider.
- Ensure the policy meets the minimum liability coverage of **[\$[Amount]]**.
- List **[Landlord/Property Management Name]** as an "Interested Party" or "Additional Interest."

Once you have renewed your policy, please provide a copy of the new **Certificate of Insurance (COI)** or the policy declarations page to our office no later than **[Deadline Date]**.

You may submit your proof of insurance via:

- **Email:** [Insert Email Address]
- **Online Portal:** [Insert Link if applicable]
- **In Person:** [Insert Office Address]

Failure to provide proof of active coverage by the expiration date may result in a lease violation or the placement of force-placed insurance at your expense.

If you have already renewed your policy and submitted the documentation, please disregard this notice.

Sincerely,

[Your Name/Management Company Name]

[Phone Number]

[Email Address]