

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Annual Renters Insurance Renewal Notification

Dear [Tenant Name],

This is a reminder that your current renters insurance policy for the property located at [Rental Address] is scheduled to expire on [Policy Expiration Date].

Per the terms of your lease agreement, all residents are required to maintain an active renters insurance policy throughout the duration of their tenancy. To ensure you remain in compliance, please perform one of the following actions before [Deadline Date]:

- **Renew Your Current Policy:** Contact your provider to renew and send a copy of the updated "Declaration Page" to our office.
- **Switch Providers:** If you choose a new insurance company, please provide the new policy details and ensure [Landlord/Property Management Name] is listed as an "Interested Party" or "Additional Interest."

Your policy must meet the following minimum requirements:

- Minimum Personal Liability Coverage: \$[Amount]
- Property Address: [Rental Address]

Please email your proof of insurance to [Email Address] or upload it to the resident portal at [Website Link].

Failure to provide proof of active coverage by the expiration date may result in a lease violation or the enrollment in a forced-placed master policy at your expense.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]

[Email Address]