

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Reminder - Upcoming Renters Insurance Policy Expiration

Dear [Tenant Name],

This is a friendly reminder regarding the renters insurance policy required under your lease agreement for the property located at [Property Address].

According to our records, your current policy is scheduled to expire on **[Expiration Date]**. To ensure you remain in compliance with your lease terms and maintain continuous protection for your personal belongings, please renew your policy before this date.

Action Required:

- Renew your current policy or obtain a new one.
- Ensure the policy meets the minimum liability coverage of \$[Amount].
- List [Landlord/Property Management Name] as an "Interested Party" or "Additional Interest."
- Submit a copy of your updated Declaration Page to [Email Address/Portal Link] no later than [Due Date].

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

If you have any questions, please contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]