

Date: [Current Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Subject: Request for Updated Renters Insurance Policy Renewal

Dear [Tenant Name],

According to our records, your current renters insurance policy is set to expire on [Expiration Date]. Per the terms of your lease agreement, maintaining active coverage is a requirement of your residency.

Please provide a copy of your renewed policy declaration page showing the following:

- Effective dates of the new coverage period.
- Minimum liability coverage of \$[Amount].
- [Landlord/Property Management Name] listed as an "Interested Party" or "Additional Interest."

**Action Required:**

Please sign this acknowledgement and upload your proof of insurance via the electronic signature link provided below. Failure to provide updated documentation may result in a lease violation notice.

Electronic Signature Link: [Insert Link Here]

If you have already renewed your policy, please ensure your agent has forwarded the updated documents to [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Management Name]

[Contact Information]

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**Tenant Electronic Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_