

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: NOTICE OF LAPSED RENTERS INSURANCE

Dear [Tenant Name],

Our records indicate that your renters insurance policy, previously held with [Insurance Company Name], expired on [Expiration Date] and has not been renewed.

Per your lease agreement dated [Lease Start Date], maintaining active renters insurance is a mandatory requirement of your residency. This insurance must include a minimum of \$[Amount] in liability coverage and list [Property Management Name/Landlord Name] as an "Interested Party" or "Additional Interested Party."

To resolve this matter, please provide proof of insurance renewal or a new policy by [Deadline Date].

Failure to provide proof of coverage may result in the following actions as permitted by your lease:

- A lease violation notice.
- A non-compliance fee of \$[Amount].
- Force-placed insurance at your expense.

Please upload your new Certificate of Insurance to [Online Portal Link] or email a PDF copy to [Email Address].

If you have already renewed your policy, please disregard this notice and send us the updated documentation immediately to update our files.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]