

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

[City, State, Zip Code]

RE: Notice of Expiration and Request for Updated Certificate of Insurance

Dear [Tenant Contact Name],

Our records indicate that the Certificate of Liability Insurance for your lease at [Property Name/Address] is set to expire on [Expiration Date].

Per the terms of your Lease Agreement, you are required to maintain continuous insurance coverage and provide the Landlord with a current Certificate of Insurance (COI) naming the following as Additional Insured:

- [Landlord/Entity Name]
- [Property Management Company Name, if applicable]

Please contact your insurance agent and request an updated certificate reflecting your new policy period. The certificate must meet the minimum coverage limits specified in your lease. You may send the updated document via email to [Email Address] or by mail to the address listed below.

Please provide this updated documentation no later than [Due Date] to ensure your account remains in compliance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]