

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Certificate of Liability Insurance Requirement for [Property Name/Address]

Dear [Tenant Name],

Welcome to your new space at [Property Name]. We are excited to have you as a tenant.

Per the terms of your lease agreement, all tenants are required to provide a valid Certificate of Liability Insurance (COI) prior to their scheduled move-in date. This documentation must confirm that your coverage meets the following requirements:

- **General Liability:** [Insert Minimum Amount, e.g., \$1,000,000]
- **Additional Insured:** [Insert Name of Landlord/Property Management] must be listed as "Additional Insured."
- **Certificate Holder:** [Insert Full Legal Name and Address of Landlord]
- **Policy Dates:** Coverage must be active for the duration of your lease.

Please have your insurance agent email the completed certificate directly to [Email Address] or upload it to [Online Portal Link] no later than [Deadline Date].

Please note that move-in activities and key handovers cannot proceed until this document has been received and verified by our office.

If you have any questions regarding these requirements, please contact [Contact Person Name] at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]