

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address, Unit Number]

Subject: Requirement for Certificate of Liability Insurance

Dear [Tenant Name],

This letter is a formal reminder regarding the insurance requirements outlined in your lease agreement for the property located at [Property Address].

Per your lease terms, all residents are required to maintain a renter's insurance policy that includes a minimum of \$[Amount, e.g., 100,000] in personal liability coverage. This coverage must remain active throughout the entire duration of your tenancy.

Please provide a copy of your Certificate of Insurance (COI) to the management office no later than [Date].

The policy must meet the following criteria:

- Minimum Liability Limit: \$[Amount]
- Interested Party/Additional Interest: [Landlord or Management Company Name and Address]
- Policy Dates: Must cover the current lease term

You may submit the certificate via email to [Email Address] or deliver a hard copy to the leasing office.

Failure to provide proof of insurance may result in a lease violation. If you have any questions regarding these requirements, please contact us at [Phone Number].

Sincerely,

[Your Name/Management Company Name]

[Contact Information]