

Tenant Insurance Compliance Verification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to verify your compliance with the tenant insurance requirement as outlined in your lease agreement for the property located at [Property Address].

As per our records, we have not yet received a copy of your current tenant insurance policy. Please provide a copy of your insurance certificate, showing at least the following:

- Policyholder's Name
- Policy Number
- Coverage Amount
- Effective Dates
- Insurance Company Name

Failure to provide this documentation by [Insert Deadline] may result in a violation of your lease terms. If you have already submitted your insurance policy, please disregard this notice.

Thank you for your prompt attention to this matter. If you have any questions, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]