

# Tenant Insurance Update Notification

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your tenant insurance.

Your current tenant insurance policy, under the number [Policy Number], is set to expire on [Expiration Date]. We recommend that you review your policy and consider renewing to ensure you maintain adequate coverage for your belongings.

Please make sure to provide us with a copy of your updated insurance policy or any changes to your coverage by [Submission Deadline]. This will help us keep your records up to date.

If you have any questions or need assistance in the renewal process, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]