

Date

Tenant Name

Address

Address 2

City: State

Zipcode

Dear (First name)

**SUBJECT: REQUESTING PROOF OF RENTERS INSURANCE**

As a gentle reminder, we request that you provide us with proof of your renters' insurance, which is a mandatory clause in the lease agreement, stating that tenants must have the landlord (name) added as additionally insured on their insurance policy.

This is to comply with the lease agreement provision stating that the tenant will maintain, for the entire duration of the lease, insurance for personal liability up to (amount) and property damage up to (amount).

Thank you in advance.

Sincerely

(Landlord's Name)