

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Request to Include Landlord in Tenant's Liability Insurance

Dear :

I have added liability insurance to my apartment. I was advised by my insurance agent to include you in my policy. Please contact me at your earliest convenience to discuss this matter.

Sincerely,

N A M E