

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Coverage Reduction - Scheduled Property Removal

Policy Number: [Policy Number]

Dear [Policyholder Name],

This letter serves as formal notification that a change has been made to your insurance policy regarding the coverage for scheduled property removed from your primary premises.

Description of Change:

Effective [Effective Date], the coverage limit for scheduled items while away from the described location has been reduced. The new terms are as follows:

- **Previous Limit:** \$[Amount]
- **New Limit:** \$[Amount]
- **Affected Items:** [List specific items or "All Scheduled Property"]

All other terms, conditions, and exclusions of your policy remain in effect. We recommend that you review your updated policy declarations page to understand how these changes impact your total protection.

If you have any questions regarding this reduction or wish to discuss additional coverage options, please contact your agent at [Phone Number] or [Email Address].

Sincerely,

[Name/Company Name]

[Title]