

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Insurance Agent Name]
[Address]
[City, State, Zip Code]

RE: Request for Scheduled Personal Property Endorsement - Policy #[Your Policy Number]

Dear [Agent Name],

I am writing to formally request a Scheduled Personal Property endorsement to be added to my current homeowners/renters insurance policy to provide additional coverage for high-value jewelry items.

Please find the details of the items to be scheduled below:

Item 1:

Description: [Example: Platinum Engagement Ring with 1.5ct Diamond]
Appraised Value: \$[Amount]
Appraisal Date: [Date]

Item 2:

Description: [Example: 18k Gold Rolex Watch, Serial #XXXXX]
Appraised Value: \$[Amount]
Appraisal Date: [Date]

I have enclosed the recent professional appraisals and photographs for each item to verify their current market value and condition. Please update my policy to include "all-risk" coverage for these items, including protection against accidental loss, mysterious disappearance, and damage.

Please confirm once this endorsement has been processed and provide me with an updated declarations page reflecting the changes and the adjusted premium amount.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]