

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

[Date]

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

RE: Request for Endorsement - Newly Acquired Scheduled Personal Property

Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request an endorsement to my current insurance policy to include coverage for a newly acquired item. Please add the following item to my Scheduled Personal Property endorsement:

- **Item Category:** [e.g., Jewelry, Fine Art, Camera, Musical Instrument]
- **Description:** [Brand, Model, Material, or specific identifying features]
- **Serial Number:** [If applicable]
- **Date of Purchase:** [Date]
- **Purchase Price/Value:** \$[Amount]

I have attached a copy of the [Sales Receipt / Professional Appraisal] dated [Date] for your records to verify the value and description of the item.

Please update my policy effective as of [Date of Acquisition] and provide me with a copy of the updated declarations page reflecting this change. Please also notify me of any adjustments to my premium.

Thank you for your assistance. Please contact me if you require any further documentation.

Sincerely,

[Your Signature]

[Your Printed Name]