

[Date]

[Insured Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Re: Notice of Premium Adjustment - Scheduled Personal Property Endorsement

Policy Number: [Policy Number]

Dear [Insured Name],

This letter is to inform you of a premium adjustment regarding the Scheduled Personal Property Endorsement on your insurance policy, effective [Effective Date].

This adjustment is a result of the following changes to your scheduled items:

- [Description of Item Added/Removed/Value Changed]
- [Description of Item Added/Removed/Value Changed]

Adjustment Details:

- Previous Endorsement Premium: \$[Amount]
- New Endorsement Premium: \$[Amount]
- **Total Premium Change: \$[Amount]**

The updated schedule of items and the corresponding endorsement page are attached for your records. Please review these documents to ensure all descriptions and valuations are accurate.

If your policy is paid via installments or through an escrow account, the billing schedule will be updated automatically. If you have already paid your premium in full, you will receive a [Bill/Refund] for the difference shortly.

Should you have any questions regarding this adjustment or wish to add further items to your schedule, please contact your agent at [Agent Phone Number] or email us at [Agent Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name]
[Title]
[Insurance Company Name]