

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

[Date]

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

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

Dear [Agent Name or Customer Service Department],

I am writing to formally request the addition of a Scheduled Personal Property Endorsement to my current homeowners/renters insurance policy. I wish to provide specific coverage for the following high-value collectibles and rare items:

Schedule of Items:

- **Item 1:** [Description: e.g., 1952 Topps Mickey Mantle Baseball Card]
Appraised/Market Value: \$[Amount]
Identification/Serial Number: [Number, if applicable]
- **Item 2:** [Description: e.g., Rare First Edition Book - Title]
Appraised/Market Value: \$[Amount]
- **Item 3:** [Description: e.g., Vintage Numismatic Coin Collection]
Appraised/Market Value: \$[Amount]

Please find attached the supporting documentation for these items, including professional appraisals, original purchase receipts, and high-resolution photographs to verify their condition and value.

I would like this coverage to include protection against accidental loss, mysterious disappearance, and breakage, with [No Deductible / a \$XX Deductible].

Please review these documents and provide me with a quote for the additional premium required to schedule these items. Once approved, please send an updated Policy Declarations page reflecting these changes.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

1. Professional Appraisals
2. Sales Receipts
3. Photographs