

[Date]

[Insurance Company Name]

[Underwriter Name or Department]

[Address]

[City, State, Zip Code]

RE: Request for Scheduled Equipment Addition

Policy Number: [Your Policy Number]

Insured Name: [Your Business Name]

Dear [Underwriter Name/Endorsement Department],

Please accept this formal request to add the following equipment to our Inland Marine Scheduled Property Floater, effective [Effective Date].

Equipment Details:

- **Description:** [Year, Make, and Model]
- **Serial Number / VIN:** [Enter Number]
- **Limit of Insurance (Replacement Value):** \$[Amount]
- **Storage Location:** [Address where equipment is kept when not in use]

Please issue the endorsement and provide an updated schedule of equipment. If there is any additional premium due or if you require a bill of sale or photos of the unit, please let us know.

Thank you for your assistance with this request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Phone Number]

[Email Address]