

[Date]

[Insurance Company Name]

[Underwriting Department]

[Street Address]

[City, State, Zip Code]

**RE: Request for Endorsement - Scheduled Equipment Replacement**

Policy Number: [Your Policy Number]

Insured: [Your Business Name]

To Whom It May Concern,

Please update our Inland Marine Scheduled Property Floater to reflect the replacement of equipment as detailed below:

**1. REMOVE from Schedule:**

- Item Description: [Year, Make, Model]
- Serial/VIN Number: [Number]
- Current Limit of Insurance: \$[Amount]

**2. ADD to Schedule:**

- Item Description: [Year, Make, Model]
- Serial/VIN Number: [Number]
- Replacement Value / Limit of Insurance: \$[Amount]
- Date of Acquisition: [Date]

Please issue an endorsement reflecting these changes and provide an updated Schedule of Equipment. If there is any adjustment to the premium, please notify us or provide a revised invoice.

Thank you for your assistance with this matter.

Sincerely,

[Your Name]

[Your Title]

[Phone Number]

[Email Address]