

[Date]
[Insured Name]
[Insured Address]
[City, State, Zip Code]

RE: Upcoming Policy Renewal - Inland Marine Scheduled Equipment

Policy Number: [Policy Number]
Expiration Date: [Expiration Date]

Dear [Insured Name],

Your Inland Marine insurance policy is approaching its renewal date. To ensure your equipment is properly protected and that your coverage limits accurately reflect current market values, we request a review of your equipment schedule.

Please review the attached schedule of equipment and provide updates regarding the following:

- **Acquisitions:** Any new equipment purchased during the past year that needs to be added.
- **Disposals:** Any equipment sold, traded, or scrapped that should be removed.
- **Value Adjustments:** Updates to the "Scheduled Limit" or "Replacement Cost" for each item to account for depreciation or inflation.
- **Storage Locations:** Changes to where equipment is primarily stored when not in use.

Please return the updated schedule or a confirmation that no changes are needed by [Due Date]. This will allow us to provide you with an accurate renewal quote and prevent any gaps in coverage.

If you have any questions or would like to discuss your coverage options, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]
[Agency Name]

Enclosure: Current Equipment Schedule