

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Insurance Company Name]
[Underwriter or Agent Name]
[Address]
[City, State, Zip Code]

RE: Correction to Scheduled Equipment - Policy Number: [Policy Number]

Dear [Name of Agent or Underwriter],

I am writing to formally request a correction to the equipment schedule currently listed under my Inland Marine policy. The information previously provided contains an error regarding the following item(s):

Incorrect Information Currently on File:

- Item Description: [Original Description]
- Serial Number/VIN: [Original Number]
- Year/Make/Model: [Original Details]
- Insured Value: [Original Value]

Corrected Information to be Applied:

- Item Description: [Corrected Description]
- Serial Number/VIN: [Corrected Number]
- Year/Make/Model: [Corrected Details]
- Insured Value: [Corrected Value]

Please update your records and issue a revised schedule or endorsement reflecting these changes. If these corrections result in a change to my premium, please provide an updated statement of account.

Thank you for your prompt attention to this matter. Please confirm once the correction has been processed.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]