

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Invoice for Equipment Schedule Update Endorsement - Policy #[Policy Number]

Dear [Client Name],

Please find enclosed the invoice regarding the recent endorsement to your insurance policy. This update reflects the changes made to your equipment schedule as requested on [Date of Request].

The endorsement includes the following changes:

- Added Equipment: [Description/Serial Number]
- Removed Equipment: [Description/Serial Number]
- Adjusted Values: [Details]

Payment Summary:

Additional Premium Amount: \$[Amount]

Due Date: [Date]

Invoice Number: [Invoice #]

Please remit payment by the due date to ensure continuous coverage for your updated inventory. You can pay via [Payment Method: Online/Check/Phone].

Attached you will find the updated Equipment Schedule and the formal Endorsement document for your records.

If you have any questions regarding these changes or the premium calculation, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]