[Current Date]

[Policyholder Name]
[Business Name]
[Street Address]
[City, State, Zip Code]

Re: Confirmation of Valuable Papers and Records Endorsement

Policy Number: [Enter Policy Number]

Dear [Policyholder Name],

This letter serves as formal confirmation that the Valuable Papers and Records Endorsement has been successfully added to your commercial property insurance policy, effective [Effective Date].

Coverage Details:

- **Limit of Insurance:** $[Enter Amount]
- **Deductible:** $[Enter Amount]
- **Covered Documents:** Written, printed, or otherwise inscribed documents and records, including books, maps, films, drawings, abstracts, deeds, mortgages, and manuscripts.

This endorsement provides coverage for the cost to research, assist, and restore lost information on valuable papers and records for which duplicates do not exist, following a covered loss at your premises.

Please review the attached endorsement schedule for full terms, conditions, and exclusions. We recommend storing copies of your most critical records in a fireproof safe or at an off-site location to further mitigate risk.

If you have any questions regarding this coverage or wish to adjust your limits, please contact your agent at [Phone Number] or [Email Address].

Sincerely,

[Name of Representative]
[Title]
[Insurance Company Name]