[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Notice of Policy Renewal and Valuable Papers Endorsement Confirmation

Policy Number: [Policy Number]
Renewal Period: [Start Date] to [End Date]

Dear [Insured Name],

We are pleased to confirm that your insurance policy has been successfully renewed for the upcoming term. This letter serves as formal confirmation that the **Valuable Papers and Records Endorsement** remains active and has been included in your renewal package.

Coverage Details:

- **Endorsement Type:** Valuable Papers and Records
- **Limit of Insurance:** $[Amount]
- **Deductible:** $[Amount]

This endorsement provides coverage for the cost to research, assist, and restore lost or damaged vital documents, including but not limited to maps, mortgages, deeds, and other critical business records, as defined in your policy wording.

Please review the enclosed policy documents carefully to ensure the limits and terms continue to meet your business requirements. If you have any questions or need to adjust your coverage limits, please contact your agent at [Agent Phone Number].

Thank you for your continued business.

Sincerely,

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