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

[Insurance Agent/Broker Name]
[Insurance Company Name]
[Address]
[City, State, Zip Code]

RE: Request for Coverage Limit Increase - Valuable Papers Endorsement
Policy Number: [Your Policy Number]

Dear [Agent Name],

I am writing to formally request an increase in the coverage limit for the Valuable Papers and Records Endorsement on my current insurance policy.

Based on a recent internal assessment, the current limit of $[Current Amount] is no longer sufficient to cover the replacement or restoration costs of our critical documents. We are requesting that the coverage limit be increased to $[New Requested Amount], effective [Effective Date].

This increase is necessary due to:
[Briefly list reason, e.g., acquisition of new historical archives, increased volume of physical blueprints, or updated valuation of legal documents].

Please provide a quote for the additional premium required for this endorsement and let me know if any further documentation or appraisals are needed to process this request.

I look forward to receiving the updated endorsement page for our records.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]