[Date]

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

Re: Confirmation of Valuable Papers Endorsement - Policy No: [Policy Number]

Dear [Client Name],

This letter serves as formal confirmation that a Valuable Papers and Records Endorsement has been successfully added to your legal malpractice/professional liability insurance policy, effective [Effective Date].

This endorsement provides coverage for the costs associated with researching, replacing, or restoring critical documents that are lost, damaged, or destroyed by a covered peril. For the purposes of your practice, this includes, but is not limited to:

- Client case files and evidentiary documents
- Original executed contracts and deeds
- Corporate minute books
- Wills and trust instruments
- Proprietary research and legal briefs

Coverage Limits: [Insert Dollar Amount]
Deductible: [Insert Deductible Amount]

Please note that this coverage generally requires that your firm maintain these records in protective containers or fire-rated cabinets when the office is not in session. We recommend reviewing the specific "Duties in the Event of Loss" section within your policy jacket to ensure full compliance with claim requirements.

Attached is the updated Declarations Page for your permanent records. If you have any questions regarding the scope of this endorsement or wish to adjust the limits, please contact our office at [Phone Number].

Sincerely,

[Agent/Broker Name]
[Agency Name]