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

[Date]

[Insured Name]
[Insured Address Line 1]
[City, State, Zip Code]

**Subject: Confirmation of Policy Amendment - Valuable Papers and Records Endorsement**

Dear [Insured Name],

This letter serves as formal confirmation that your insurance policy has been amended to include the **Valuable Papers and Records Endorsement**, effective as of [Effective Date].

**Policy Details:**

- **Policy Number:** [Policy Number]
- **Endorsement Type:** Valuable Papers and Records
- **Coverage Limit:** [Limit Amount, e.g., $50,000]
- **Deductible:** [Deductible Amount]

This endorsement provides coverage for the cost to research, assist, and restore lost or damaged printed or recorded documents, manuscripts, and records that are essential to your business operations. Please note that this coverage is subject to the terms, conditions, and exclusions outlined in your updated policy document.

Attached to this letter is the formal endorsement page. We recommend that you file this with your original policy for your records.

If you have any questions regarding this amendment or require further clarification on your coverage limits, please contact your agent at [Agent Phone Number] or via email at [Agent Email].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name]
[Title]
[Department Name]