[Date]

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

Re: Confirmation of Off-Premises Valuable Papers Endorsement
Policy Number: [Policy Number]

Dear [Insured Name],

This letter serves as formal confirmation that the Off-Premises Valuable Papers Endorsement has been added to your insurance policy, effective [Effective Date].

This endorsement extends your existing coverage for valuable papers and records to include protection while they are temporarily located away from your primary business premises. This includes coverage during transit or while stored at a secondary location, subject to the limits and conditions specified in your policy schedule.

Endorsement Details:

- **Coverage Limit:** $[Amount]
- **Deductible:** $[Amount]
- **Scope:** Protection against loss, damage, or destruction of documented information, manuscripts, and records while off-site.

Please review the attached endorsement documentation carefully and file it with your original insurance policy. It is important to ensure that all necessary safety precautions are taken when transporting or storing these documents off-premises to maintain compliance with policy terms.

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

Thank you for choosing [Insurance Company Name].

Sincerely,

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