[Date]

[Insurance Company Name]
[Policy Department Address]
[City, State, Zip Code]

RE: Request for Endorsement - Addition to Scheduled Tools and Equipment Floater

Policy Number: [Your Policy Number]

To Whom It May Concern,

Please accept this formal request to add the following items to the Scheduled Tools and Equipment Floater on the above-referenced insurance policy, effective as of [Effective Date].

The details of the equipment to be added are as follows:

Item Description	Manufacturer/Brand	Model Number	Serial Number	Replacement Value
[Item 1]	[Brand]	[Model]	[Serial #]	$[Amount]
[Item 2]	[Brand]	[Model]	[Serial #]	$[Amount]

Please update my policy schedule and provide an updated endorsement page reflecting these additions. If there is a change in the premium amount, kindly send the invoice or notification to my attention.

Should you require further documentation, such as purchase receipts or photographs, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Business Name, if applicable]