

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Claim for High-Value Item Endorsement**

Policy Number: [Your Policy Number]  
Endorsement/Scheduled Item Number: [Reference Number]  
Date of Loss: [Date]

Dear Claims Representative,

I am writing to formally initiate a claim for a loss involving a scheduled high-value item covered under the endorsement of my policy. The item in question is: [Description of Item, e.g., Diamond Engagement Ring / Rolex Watch / Fine Art].

**Details of the Incident:**

The loss/damage occurred on [Date] at approximately [Time] at the following location: [Location Address/Description]. The circumstances of the loss were as follows: [Briefly describe what happened].

**Supporting Documentation:**

As per the requirements for scheduled endorsements, I have enclosed the following documents to expedite the claim procedure:

- A copy of the original appraisal used for the endorsement.
- The original purchase receipt.
- Photographs of the item prior to the loss.
- [If applicable] A copy of the Police Report (Report #[Number]).
- [If applicable] A written repair estimate from a certified jeweler/specialist.

Please provide me with a claim number and the contact information for the assigned adjuster. I look forward to your prompt instructions regarding the next steps in the settlement process.

Sincerely,

[Your Signature]

[Your Printed Name]