

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

[Date]

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

RE: Request to Remove Scheduled Property Endorsement
Policy Number: [Your Policy Number]
Scheduled Item: [Description of Item, e.g., Engagement Ring or Camera]

Dear [Agent Name or Customer Service Department],

I am writing to formally request the removal of a specific scheduled property endorsement from my insurance policy, effective as of [Date].

Please remove the following item(s) from my coverage:

- Item Description: [Insert Description]
- Serial/Reference Number: [Insert Number]
- Insured Value: \$[Insert Amount]

I am requesting this removal because [Reason: e.g., the item has been sold / I no longer own the item / I no longer require additional coverage].

Please provide written confirmation once this endorsement has been removed and inform me of any adjustments to my premium or any pro-rated refunds that may be due.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]