

**Date:** [Date]

**To:** [Insurance Company Name]

**Address:** [Insurance Company Address]

**City, State, Zip:** [City, State, Zip]

**Policy Number:** [Your Policy Number]

**Subject:** Request to Remove Inland Marine Equipment Endorsement

Dear [Name of Agent or Underwriter],

Please accept this letter as a formal request to remove the following equipment from the Inland Marine Endorsement on the above-referenced insurance policy, effective [Date of Removal].

**Equipment Details:**

- **Description:** [Make/Model of Equipment]
- **Serial Number/VIN:** [Serial Number]
- **Insured Value:** \$[Amount]

Reason for removal: [Optional: e.g., Equipment sold, leased ended, or no longer in use].

Please adjust the policy premium accordingly and provide a revised schedule of equipment or an updated declarations page reflecting this change. If any return premium is due, please apply it to my account or issue a refund check to the address on file.

Thank you for your assistance with this request. Please confirm once this endorsement has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]