

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

[Date]

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

RE: Policy Number: [Your Policy Number]

Dear [Agent Name or Customer Service Department],

I am writing to request an update to my homeowners insurance policy to include additional property. I have recently acquired the following items that I wish to be covered under my existing policy:

- **Item Description:** [Description of Item, e.g., Jewelry, Electronics, Instrument]
- **Make/Model:** [Details if applicable]
- **Purchase Date:** [Date]
- **Appraised/Purchase Value:** \$[Amount]

I have attached copies of the [Receipts / Appraisal Reports] for your records to verify the value of these additions.

Please review this request and inform me of any changes to my premium or if further documentation is required. I would also like to receive an updated policy declaration page reflecting these changes once they have been processed.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]