

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Agent Name or Department]
[Insurance Company Address]

RE: Addition of Scheduled Personal Property to Policy #[Your Policy Number]

Dear [Agent Name],

I am writing to request the addition of the following item(s) to my personal property schedule under the above-referenced insurance policy:

- **Item Description:** [e.g., Engagement Ring, Rolex Watch, Nikon Camera]
- **Manufacturer/Brand:** [Insert Name]
- **Serial/Model Number:** [Insert Number]
- **Appraised/Purchase Value:** \$[Insert Amount]
- **Date of Purchase:** [Insert Date]

Please find the following documents attached for your records:

- [] Copy of the original sales receipt
- [] Recent professional appraisal (dated within the last 12 months)
- [] Photographs of the item

Please update my policy to include this coverage effective as of [Requested Start Date]. I understand that this addition may result in a premium adjustment and look forward to receiving the updated policy declarations page and billing statement.

Thank you for your assistance with this matter. Please contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]