

Date: [Insert Date]

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

Policy Number: [Insert Policy Number]

Subject: Request to Add Coverage for a New Structure

Dear [Agent Name or Customer Service Department],

I am writing to formally request an amendment to my current insurance policy to include coverage for a newly completed structure on my property located at [Property Address].

The details of the new structure are as follows:

- **Type of Structure:** [e.g., Detached Garage, Shed, Workshop, Gazebo]
- **Date of Completion:** [Insert Date]
- **Total Square Footage:** [Insert Square Footage]
- **Construction Materials:** [e.g., Wood frame, Brick, Metal]
- **Estimated Replacement Cost:** \$[Insert Amount]
- **Usage:** [e.g., Personal storage, Vehicle parking]

I have attached photos of the structure and copies of the final building permits for your records. Please review this information and update my policy to ensure this addition is fully covered against loss or damage.

Please provide me with a revised policy declaration page and notification of any changes to my premium as soon as possible.

Thank you for your assistance. I look forward to receiving confirmation of this update.

Sincerely,

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