

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

[Date]

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

RE: Request to Add Item to Scheduled Personal Property Rider  
Policy Number: [Your Policy Number]

Dear [Agent Name or Customer Service Department],

I am writing to request the addition of a new item to the Scheduled Personal Property endorsement of my current insurance policy. Please find the details of the item below:

- **Item Category:** [e.g., Jewelry, Fine Art, Camera Equipment]
- **Description:** [Make, model, serial number, or detailed description]
- **Appraised/Purchase Value:** \$[Amount]
- **Date of Purchase:** [Date]

I have enclosed a copy of the [Sales Receipt / Professional Appraisal] for your records to verify the value and description of this item.

Please update my policy coverage to include this item effective as of [Requested Effective Date]. Once the change has been processed, please provide me with an updated declarations page and notification of any changes to my premium.

Thank you for your assistance. Please contact me if you require any further documentation.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [List attached documents, e.g., Receipt, Appraisal Report, Photograph]