

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

[Date]

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

Re: Request to Remove Item from Scheduled Personal Property Endorsement
Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request the removal of the following item(s) from the Scheduled Personal Property endorsement of my insurance policy, effective as of [Date of Removal].

Item Description: [e.g., Engagement Ring / Rolex Watch / Gibson Guitar]

Serial Number/Identification: [Insert Number if applicable]

Current Scheduled Value: \$[Amount]

I am requesting this removal because [Optional: the item has been sold / the item was gifted / I no longer possess the item].

Please update my policy accordingly and provide a confirmation of this change. I understand that this may result in a pro-rated adjustment to my premium. Please send the updated policy declarations page reflecting this removal to my address on file.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]