

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Scheduled Personal Property Appraisal Update - Policy #[Policy Number]

Dear [Client Name],

We are writing to you regarding the scheduled personal property currently listed on your insurance policy. Our records indicate that the appraisals for the following items are now more than [Number] years old:

- [Item Description 1] - Last Appraisal Date: [Date]
- [Item Description 2] - Last Appraisal Date: [Date]

Due to fluctuations in the market value of [Jewelry/Art/Collectibles], it is important to provide updated appraisals periodically. This ensures that your coverage limits accurately reflect current replacement costs and that you are fully protected in the event of a loss.

Please provide us with updated appraisal reports from a certified professional appraiser by [Deadline Date]. You may send these documents via email to [Email Address] or by mail to our office address.

If you have already sold any of these items or wish to remove them from your schedule, please notify us immediately so we can adjust your policy and premium accordingly.

If you have any questions or need a recommendation for a qualified appraiser, please contact our office at [Phone Number].

Sincerely,

[Agent Name]

[Agency Name]