

[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: Policy Number: [Your Policy Number]
Subject: Request for Scheduled Personal Property Limit Alteration

Dear [Insurance Agent Name or Customer Service Department],

I am writing to formally request an adjustment to the coverage limits for the scheduled personal property currently listed under my policy.

Please update the following item(s) as specified below:

- **Item Description:** [e.g., Engagement Ring, Rolex Watch, Camera Gear]
Current Limit: \$[Current Amount]
Requested New Limit: \$[New Amount]
- **Item Description:** [e.g., Musical Instrument, Fine Art]
Current Limit: \$[Current Amount]
Requested New Limit: \$[New Amount]

The reason for this change is [mention reason: e.g., a recent professional appraisal, significant market value increase, or partial sale of items]. I have attached the most recent appraisal documentation and/or receipts to support these valuation updates.

Please process this change effective as of [Requested Effective Date]. Once the alteration is complete, kindly provide me with an updated policy declaration page reflecting the new coverage limits and any resulting changes to my premium.

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

Sincerely,

[Your Signature]

[Your Printed Name]