

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

[Date]

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

Re: Policy Number: [Your Policy Number]  
Subject: Request for Scheduled Personal Property Substitution

Dear [Agent Name or Underwriting Department],

I am writing to request a formal substitution of an item currently listed on my Scheduled Personal Property endorsement.

Please **REMOVEM** the following item from my schedule:

- Item Description: [e.g., Engagement Ring, Rolex Watch]
- Current Scheduled Value: \$[Amount]
- Serial/Identification Number: [Number]

Please **ADD** the following replacement item to my schedule effective [Date]:

- Item Description: [Detailed Description of New Item]
- Appraised/Purchase Value: \$[Amount]
- Serial/Identification Number: [Number]
- Date of Purchase: [Date]

I have attached the bill of sale and a professional appraisal for the new item as required for your records. Please update my policy and provide an updated declarations page reflecting this change and any adjustments to my premium.

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

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [Appraisal, Sales Receipt]