

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

[Date]

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

**RE: Amendment to Scheduled Personal Property Description**

**Policy Number:** [Your Policy Number]

**Item Reference:** [Existing Item Name/Number]

Dear Underwriting Department,

I am writing to formally request a correction/amendment to the description of a scheduled item on my current insurance policy. Please update the details for the item listed below to ensure accurate coverage.

**Current Description on Policy:**

[Insert current incorrect description]

**Corrected/Amended Description:**

[Insert detailed correct description, including brand, model, serial number, material, or measurements]

I have attached [mention attachments, e.g., a new appraisal, original sales receipt, or photographs] to support this amendment. Please update my policy declarations page to reflect this change and notify me once the amendment is processed.

Should there be any change to my premium as a result of this clarification, please let me know at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]