

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

[Date]

[Insurance Company Name]  
[Agent Name, if applicable]  
[Insurance Company Address]  
[City, State, Zip Code]

RE: Notice of Newly Acquired Item for Scheduled Personal Property  
Policy Number: [Your Policy Number]

Dear [Agent Name or Customer Service Department],

I am writing to formally notify you of a newly acquired item that I would like to add to my Scheduled Personal Property endorsement under the aforementioned policy.

Below are the details regarding the item:

- **Item Description:** [e.g., Diamond Engagement Ring, Rolex Watch, Oil Painting]
- **Manufacturer/Brand:** [Brand Name]
- **Serial/Reference Number:** [Number if applicable]
- **Date of Purchase/Acquisition:** [Date]
- **Purchase Price/Value:** \$[Amount]

I have attached a copy of the [sales receipt/appraisal/certificate of authenticity] for your records. Please update my policy to include this item and provide me with an updated declarations page reflecting the change in coverage and any adjustments to my premium.

Please confirm receipt of this notification and let me know if any further documentation is required.

Sincerely,

[Your Signature]

[Your Printed Name]