

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

[Date]

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

RE: Cancellation of Scheduled Item - Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request the removal of a specific item from my Scheduled Personal Property endorsement under the above-referenced insurance policy.

Please cancel the coverage for the following item because it has been sold:

- **Item Description:** [e.g., Rolex Submariner Watch / Engagement Ring]
- **Serial/Reference Number:** [Number if applicable]
- **Insured Value:** \$[Amount]
- **Date of Sale:** [Date]

I request that this cancellation be effective as of [Effective Date]. Please adjust my premium accordingly and provide a prorated refund if applicable.

Please send a written confirmation or an updated policy declaration page reflecting this change for my records.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]