

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

[Date]

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

RE: Notice of Location Change for Scheduled Personal Property
Policy Number: [Your Policy Number]

Dear [Insurance Agent Name or Customer Service Department],

I am writing to formally notify you of a change in the storage location for the items listed on my Scheduled Personal Property endorsement under the above-referenced policy.

Effective as of [Date of Move], the following scheduled items have been moved from [Old Address] to the new location listed below:

New Location Address:
[New Street Address]
[City, State, Zip Code]

Description of Items Moved:
[List items here, e.g., Engagement Ring, Rolex Watch, Professional Camera Gear, etc.]

Please update my policy records to reflect this change in location. If this move affects my premium or requires additional documentation, such as updated appraisals or photos of the security measures at the new location, please let me know at your earliest convenience.

Please provide written confirmation once this update has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]