

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Missing Documentation for Agreed Value Coverage - Policy #[Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your classic vehicle insurance. We are currently processing your request for Agreed Value coverage for the following vehicle:

Vehicle: [Year, Make, Model]

Requested Value: \$[Amount]

To finalize the valuation and ensure your vehicle is fully protected at the agreed amount, we require the following missing documentation:

- [List Item 1 - e.g., Recent professional appraisal]
- [List Item 2 - e.g., Four clear photos of the exterior (all sides)]
- [List Item 3 - e.g., Two photos of the interior and engine bay]
- [List Item 4 - e.g., Detailed restoration receipts or modification list]

Please submit these documents by [Due Date] to avoid any changes to your coverage terms or a reversion to Stated Amount/Actual Cash Value coverage.

You may submit these items via:

- Email: [Email Address]
- Online Portal: [Website URL]
- Mail: [Mailing Address]

If you have any questions regarding these requirements, please contact our classic car department at [Phone Number].

Sincerely,

[Agent Name/Department]

[Insurance Company Name]