

[Current Date]

[Policyholder Name]

[Policyholder Address]

[City, State, Zip Code]

Subject: Annual Inventory Confirmation for Scheduled Jewelry - Policy #[Policy Number]

Dear [Policyholder Name],

We are writing to conduct the annual review of your scheduled jewelry items currently covered under your insurance policy. It is important to ensure that your inventory is accurate and that your coverage limits reflect the current market value of your pieces.

Our records currently show the following items scheduled on your policy:

- [Item 1 Description] - Appraised Value: \$[Amount]
- [Item 2 Description] - Appraised Value: \$[Amount]
- [Item 3 Description] - Appraised Value: \$[Amount]

Please review this list and confirm the following:

1. Are all listed items still in your possession?
2. Have any items been sold, lost, or gifted?
3. Are there any new purchases that need to be added to the schedule?
4. Do you have updated appraisals for items older than [3/5] years?

If there are no changes required, please sign below and return this letter. If changes are needed, please contact your agent at [Phone Number] or [Email Address] to provide updated documentation or appraisals.

Thank you for your prompt attention to this matter.

Sincerely,

[Agent/Company Name]

[Contact Information]

Policyholder Confirmation:

I confirm that the jewelry inventory listed above is accurate and complete.

Signature: _____ Date: _____