

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

[Date]

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

RE: Home Inventory Submission for Policy #[Your Policy Number]

To Whom It May Concern,

Please find enclosed a comprehensive home inventory list for the property insured under the aforementioned policy. This documentation includes descriptions, estimated values, serial numbers, and supporting photographs/receipts for my personal belongings.

I am submitting this record to ensure that my policy limits are adequate and to facilitate any future claims processes. I kindly request that you add these documents to my permanent policy file.

Please provide a written acknowledgment of receipt for these records. If there are any specific forms or additional information required to formalize this inventory within your system, please notify me at your earliest convenience.

Thank you for your assistance in keeping my policy records up to date.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List items, e.g., Home Inventory Spreadsheet, Photo Log, Appraisal Reports]