

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Acknowledgment of Property Inventory Submission - Policy #[Policy Number]

Dear [Client Name],

Thank you for submitting your completed property inventory list to [Agency Name]. We have received your documentation and have attached it to your policy file for future reference.

Maintaining an up-to-date inventory is one of the most important steps you can take to protect your assets. In the event of a claim, having this detailed record will significantly help streamline the recovery process and ensure you receive the full benefits provided by your coverage.

We recommend that you:

- Keep a digital or physical copy of this inventory in a secure, off-site location.
- Update your list annually or whenever you make a significant purchase.
- Notify us if the total value of your belongings increases beyond your current policy limits.

If you have any questions regarding your coverage or if you would like us to review your current limits based on this new inventory, please feel free to call us at [Phone Number] or email [Email Address].

Thank you for choosing [Agency Name] for your insurance needs.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]