

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for providing the comprehensive home inventory list for your property located at [Property Address]. We have received the document and successfully added it to your file.

Having this detailed record is an important step in ensuring that your assets are properly documented and protected. We appreciate the time and effort you took to compile this information, including the descriptions, serial numbers, and estimated values of your belongings.

We recommend that you keep a copy of this inventory in a secure, off-site location or in a digital cloud storage account. Please remember to update this list periodically as you acquire new items or dispose of old ones.

If you have any questions regarding your coverage or if there are specific high-value items you wish to discuss further, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title/Company Name]