

[Date]

[Policyholder Name]

[Street Address]

[City, State, Zip Code]

Subject: Thank You for Updating Your Home Inventory List

Dear [Policyholder Name],

Thank you for submitting your updated home inventory list for your homeowners insurance policy, [Policy Number].

We have received your documentation and have attached it to your account file. Keeping an accurate and up-to-date record of your personal belongings is a vital step in ensuring your home and assets are fully protected. This update will significantly streamline the claims process should you ever experience a loss.

We recommend reviewing your inventory annually or whenever you make significant purchases, such as electronics, jewelry, or furniture. If you have any questions regarding your current coverage limits based on these updates, please do not hesitate to contact us.

Thank you for being a valued client and for your proactive approach to protecting your home.

Sincerely,

[Agent Name]

[Insurance Agency Name]

[Phone Number]

[Email Address]