

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Insurance Company Name

Insurance Company Address

City, State, Zip Code

Dear [Insurance Company Name],

I am writing to formally request an inspection of my jewelry items for the purpose of obtaining an insurance valuation. The details of the pieces are as follows:

- Description of Item 1 (e.g., diamond ring, necklace, etc.)
- Description of Item 2
- Description of Item 3

Please let me know the preferred time and any specific requirements for this inspection. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

Your Name