

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Confirmation of Vehicle Addition - [Policy/Account Number]

Dear [Recipient Name],

This letter serves as official confirmation that the following vehicle has been successfully added to your [Insurance Policy/Fleet Account], effective as of [Effective Date].

Vehicle Details:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **VIN:** [Vehicle Identification Number]
- **License Plate:** [Plate Number]

Please review the details above to ensure accuracy. Your updated [Policy Documents/ID Cards] are enclosed with this letter. Your revised premium amount is [Amount], which will be reflected in your next billing cycle.

If you have any questions or notice any discrepancies, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Your Name]
[Your Title]
[Company Name]