

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Insurance Company Name]
[Department Name]
[Insurance Company Address]
[City, State, Zip Code]

Subject: Request for Policy Endorsement - Addition of New Vehicle to Policy #[Your Policy Number]

Dear Customer Service Team,

I am writing to formally request an endorsement to my existing motor insurance policy, number [Policy Number], to include an additional vehicle effective from [Start Date].

The details of the vehicle to be added are as follows:

- **Make and Model:** [e.g., Toyota Camry]
- **Year of Manufacture:** [Year]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **License Plate Number:** [Plate Number]
- **Engine Number:** [Engine Number]
- **Body Type:** [e.g., Sedan/SUV]
- **Purchase Date:** [Date]

I wish to opt for the [Comprehensive/Third Party] coverage plan for this vehicle. Please find the attached copies of the vehicle registration and purchase invoice for your records.

Kindly process this addition and provide me with the updated policy schedule and the premium endorsement invoice. Please let me know if any further documentation or information is required to complete this request.

Thank you for your prompt assistance.

Sincerely,

[Your Signature]

[Your Printed Name]