

[Date]

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

Subject: Request for Policy Endorsement - Vehicle Removal

Dear Customer Service Team,

I am writing to formally request an endorsement to my auto insurance policy, number **[Policy Number]**, to remove a vehicle from my coverage.

Please remove the following vehicle effective from **[Removal Date]**:

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

The reason for this removal is **[Reason: e.g., vehicle sold, vehicle traded-in, vehicle totaled]**.

Please provide an updated policy declaration page reflecting this change and advise on any premium adjustment or refund that may result from this endorsement.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]