

[Current Date]

[Insurance Company Name]
[Insurance Agent/Broker Name]
[Insurance Company Address]
[City, State, Zip Code]

RE: Addition of Vehicle to Commercial Auto Policy #[Policy Number]

Dear [Agent Name],

Please add the following vehicle to our existing commercial auto insurance policy effective [Date of Addition]:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **Gross Vehicle Weight (GVW):** [Weight]
- **Purchase Price:** \$[Amount]
- **Primary Use:** [Business/Delivery/Service]

Please apply the same coverage limits and deductibles as currently listed on our policy for our existing fleet. I have attached a copy of the vehicle title/registration for your records.

Kindly provide an updated Certificate of Insurance and an endorsement reflecting this change as soon as possible. Please also notify me of any changes to our premium amount.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]
[Phone Number]