

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

[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Confirmation of Coverage for Added Vehicle

Dear [Policyholder Name],

This letter serves as formal confirmation that the vehicle listed below has been added to your insurance policy, effective [Effective Date].

Policy Number: [Policy Number]

Vehicle Details:

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

Coverage Summary:

- Liability: [Limits]
- Comprehensive Deductible: [Amount]
- Collision Deductible: [Amount]
- [Other Coverage Type]: [Details]

Your updated policy declarations page and new insurance identification cards are enclosed with this letter. Please replace your old cards with these new documents immediately.

An endorsement reflecting this change will result in a premium adjustment of [Amount], which will be reflected in your next billing statement.

If you have any questions regarding this update or your coverage levels, please contact your agent at [Phone Number] or visit our website at [Website].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Representative Name]

[Department Name]

[Insurance Company Name]