

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

**Subject: Confirmation of Coverage Termination for Removed Vehicle**

Dear [Policyholder Name],

This letter is to formally confirm that the vehicle listed below has been removed from your insurance policy at your request, effective [Effective Date of Removal].

**Vehicle Information:**

- Year: [Year]
- Make: [Make]
- Model: [Model]
- Vehicle Identification Number (VIN): [VIN]

**Policy Details:**

- Policy Number: [Policy Number]
- Termination Date of Coverage for this Vehicle: [Date]

As of the effective date, all coverage for this vehicle-including liability, collision, and comprehensive-has been terminated. Please note that any other vehicles listed on your policy remain covered under the existing terms and conditions.

A revised policy declaration page and information regarding any premium adjustments or refunds will be sent to you separately.

If you have any questions regarding this change or if this removal was made in error, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Agent/Company Representative Name]

[Company Name]