

[Date]

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

RE: Addition of Vehicle to Policy #[Your Policy Number]

Dear Customer Service Department,

I am writing to request the addition of a new vehicle to my existing automobile insurance policy, effective as of [Start Date].

Please find the details of the vehicle below:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **Mileage:** [Current Odometer Reading]
- **Primary Driver:** [Driver Name]
- **Usage:** [Personal / Commuting / Business]

I would like the coverage for this vehicle to include:

- [Liability Coverage Limits]
- [Comprehensive / Collision Deductibles]
- [Uninsured Motorist Coverage]

Please update my policy and send a revised Declarations Page and new Insurance Identification Cards to my address on file. If there are any changes to my monthly premium, please provide a summary of the new billing schedule.

Thank you for your assistance with this update. Please contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

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