

[Date]

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

Subject: Confirmation of Vehicle Removal - Policy #[Policy Number]

Dear [Policyholder Name],

This letter is to confirm that we have processed your request to remove the following vehicle from your automobile insurance policy:

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

The removal of this vehicle is effective as of [Effective Date].

**Impact on your policy:**

As a result of this change, your premium has been adjusted. [Choose one: A refund in the amount of \$ \_\_\_\_ will be issued / Your new installment amount will be \$ \_\_\_\_ starting on (Date)].

Please find the enclosed updated Policy Declarations Page reflecting this change. We recommend keeping this for your records.

If you have any questions or if this change was made in error, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Agent/Representative Name]  
[Insurance Company Name]