

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Addition of New Vehicle to Policy Number: [Your Policy Number]

Dear Customer Service Department,

I am writing to request an amendment to my current auto insurance policy to include an additional vehicle. Please add the following vehicle to my coverage effective as of [Effective Date]:

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

I would like the coverage for this vehicle to match the limits and deductibles of my existing policy. Please let me know if any additional documentation or information is required to finalize this update.

Please send me an updated declarations page and proof of insurance (ID card) reflecting this change at your earliest convenience. I understand that this addition may result in a premium adjustment and look forward to receiving the updated billing statement.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]