

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

[Date]

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

RE: Request to Remove Vehicle from Policy #[Your Policy Number]

Dear Customer Service Department,

I am writing to formally request the removal of the following vehicle from my current auto insurance policy, effective as of [Date of Removal]:

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

I am removing this vehicle because [Reason: e.g., it has been sold, traded in, or is no longer in use].

Please update my policy records and send a confirmation of this change, along with a revised premium statement reflecting the adjustment. If a refund of the unearned premium is due, please issue it to my [Original payment method / Address on file].

Please let me know if you require any additional documentation, such as a bill of sale or proof of new insurance, to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]