

[Current Date]

[Dealership Name]

[Dealership Address]

[City, State, Zip Code]

RE: Proof of Insurance - [Customer Name]

To the Finance Department,

Please find the enclosed Certificate of Insurance (COI) for our mutual client, [Customer Name], regarding the purchase of the following vehicle:

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

The attached document confirms that the vehicle is covered under Policy Number [Policy Number], effective as of [Start Date]. [Dealership Name/Lender Name] has been listed as the Loss Payee/Additional Insured as per your requirements.

If you require any further information or modifications to the certificate, please contact our agency directly at [Phone Number] or via email at [Email Address].

Sincerely,

[Agent Name]

[Insurance Agency Name]

[Phone Number]